

## Finance & Accountancy Trainee Person Specification



### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Good verbal and written communication skills
- Ability to analyse information
- Good ICT and keyboard skills including the use of Microsoft applications
- Ability to plan and prioritise allocated tasks within prescribed timescales
- Able to interpret and follow written and oral instructions
- Able to work as part of a team and on own initiative
- Commitment to continuous professional development
- Three GCSEs, grades A–C, and two A-Levels, grades A–C, or equivalent. Scottish, Northern and Southern Ireland equivalents also accepted. Subjects must include Maths and English at either level.
- Educated to degree level or equivalent

### Part B

The following criteria will be further explored at the assessment and interview stage:

- Knowledge of the public sector
- Must be able to work as an individual and as part of a team
- Good communication skills
- Good organisational skills
- Able to analyse complex information
- Self-motivation and be able to balance study and work
- Understanding of the Council's Equality Policy

### Additional Requirements

- Must be willing to study for CIPFA