David Allen

Person Specification – Accounts Assistant Apprentice (AAT)

Below are some of the skills, knowledge and experience which are required for this post.

	Essential	Desirable
Education / Qualifications		
GSCE or equivalent at grade A-C (9-4) in Maths and English.	*	
Working towards, or commitment to, gaining a qualification in accountancy.	*	
Skills/ Knowledge/ Experience		
Some experience working in an accountancy/finance environment.		*
Numerical skills or aptitude towards numeracy and data.	*	
Able to use Word/Outlook/Excel to a minimum standard.	*	
Competent in using IT systems and inputting data into systems.	*	
Good problem-solving and analytical skills.	*	
High levels of accuracy with work methods to ensure work is correct; able to adopt a methodical approach to tasks and queries.	*	
Good communication skills, ability to confidently use the telephone and draft emails and letters.	*	
Ability to liaise confidently and professionally with clients, colleagues and peers when required.	*	
Personal Behaviours & Qualities		
Enthusiastic to learn and to contribute to the business success of a team; a genuine interest in working in an accountancy environment.	*	
Strong sense and understanding of quality in a client-focused service.	*	
Strong sense of team, willing to contribute to team objectives and support others to achieve their targets and work commitments.	*	
Ability to plan, manage and prioritise work tasks and review flexibly; well-organised with the ability to organise others and respond to challenges in a calm and professional manner.	*	
Ability to use own initiative but know when to refer queries and take instructions.	*	
Friendly, professional, and confident manner; with ability to build positive relationships.	*	
Able to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	
General		
Ability to travel between offices and to undertake client home visits if required.		*