

Personal Specification – Accounts Assistant, ACA Apprenticeship or Training Contract

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

	Essential	Desirable
Education / Qualifications		
AAT qualified (L4); or graduate with finance related degree.	*	
Skills/ Knowledge/ Experience		
Experience in accountancy practice in a relevant sector.		*
Knowledge of DAPA – Digita Accounts Production Advanced.		*
Knowledge of Xero/Quickbooks/Sage.		*
Competent knowledge in Microsoft Word/ Excel/ Outlook.	*	
Personal Behaviours & Qualities		
Ambitious and motivated to develop new skills, knowledge and behaviours to complete the apprenticeship.	*	
A strong team player who is flexible in approach and how they respond to instructions.	*	
Excellent written and verbal communication skills.	*	
Takes care, pays attention to detail and follows instructions for a given process. Is able to stay focused on a task.	*	
Plans and prioritises workload to meet operational needs.	*	
Takes a proactive approach to tasks.	*	
Confident to work under own initiative with integrity but seek instruction or guidance when appropriate.	*	
Willing to contribute new ideas to the team.	*	
Respectful of peers and colleagues.	*	
General		
Ability to travel between offices and other business or client premises if required.		*
Hold high expectations of themselves and others within the company.	*	
The ability to operate effectively, both individually and as a team member.	*	
Professional and confident with the ability to respond to challenges in a calm and professional manner.	*	
Able to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	