

Person Specification – Apprentice Assistant Accountant

The Diocese of Norwich Education Services Company are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Deputy Financial Controller
Grade	NJC Spine Points 2 - 4
Hours	Full Time (includes 20% Apprenticeship Training and Development Time)
Location	Based at Orchard House, East Tuddenham. You may be required to travel to undertake work at academies and sites within the Trusts serviced by the Diocese of Norwich Education Services Company as needed.

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> 5 GCSEs (Grade A* - C / 4 – 9) including English and Maths 	<ul style="list-style-type: none"> 3 'A' Levels or equivalent Level 2 AAT qualification 	Certificates
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the Trust's safeguarding procedures and recognise when to report any concerns Keen interest in pursuing a career in finance and accountancy Attention to detail Good problem-solving skills and willingness to take initiative 	<ul style="list-style-type: none"> Ability to manage own time effectively and efficiently 	Application Form / Interview
Experience	<ul style="list-style-type: none"> Experience using Microsoft Office / Basic IT skills 	<ul style="list-style-type: none"> Work experience in an office / finance team Experience working with financial systems and processes 	Application Form / Interview
Other requirements	<ul style="list-style-type: none"> A professional role model who is committed to their own professional development Able to work calmly under pressure and withstand stress Able to work flexibly, and to attend meetings and training as required 		Application Form / Interview

Person Specification reviewed by: **Stephen Beeson, CEO**

Date: 4th April 2024