

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**Notre Dame High School Person Specification
Job Title: Apprentice Finance Assistant (Fixed Term – 13 months)**

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview References
Knowledge, Skills & Experience		
Understanding of basic accounting principles, practice and terminology	D	Application
Proficient in the use of IT to perform tasks efficiently particularly Microsoft excel	E	Application
Ability to work quickly and accurately	E	Application Interview
Adaptable and responsive to training in new systems	E	Application Interview
Ability to prioritise own work to meet deadlines and ensure most effective use of time	D	Application Interview
Good interpersonal skills with strong two-way communication	E	Application Interview
Ability to work as a member of a team, make decisions and implement them.	E	Application Interview
Personal qualities, values and attributes		
Interest in a career in finance / accountancy	E	Application Form Interview
Enthusiasm in role and organisation	E	Application Interview References
Values all people equally	E	Application Interview References
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview Reference