

Person Specification

Post	Accounts Junior Apprentice
Location	Manchester, City Centre

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No formal qualifications required. 	<ul style="list-style-type: none"> 9 GCSE's (A-C). Further college education.
Experience	<ul style="list-style-type: none"> Experience using computers. Experience using Microsoft Office products (Word and Excel). Experience of sending emails. 	<ul style="list-style-type: none"> Experience using diary systems and booking in appointments. Experience dealing with customers (in person / via email / on the phone). Experience of taking and recording payments.
Skills, abilities and knowledge	<ul style="list-style-type: none"> Good computer skills. Excellent interpersonal skills. Good mathematical skills. Good communication skills, writing skills and people skills. Excellent organisational and time management skills. Good telephone manner. Ability to work on multiple tasks. Able to prioritise tasks. 	<ul style="list-style-type: none"> Knowledge of Microsoft Outlook. Knowledge of general invoicing procedure.
Qualities and attributes	<ul style="list-style-type: none"> Have a confident and positive attitude. Be ambitious and determined to succeed in all tasks. Be adaptable and flexible. Take pride in your work. Be able to work independently and as part of a team. 	<ul style="list-style-type: none"> Be able to work under pressure. Willing to learn new skills and rise to new challenges.
Other requirements	<ul style="list-style-type: none"> Must be keen to progress, learn and adopt new roles within the company. Willing to travel occasionally. Not afraid to get involved in a project outside of a traditional skill set. 	