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|  | **Job Title:** | **Finance Apprentice** | **Dept:** | **Charity/Clinical/Trading** |  |

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|  |  | **Essential** | **Evidence** |  |
| **A: EDUCATION****QUALIFICATIONS AND TRAINING**Level of education, specific qualifications, specialised training, training requirements for the job) | **Essential*** GCSEs (Level 4/C - Maths and English) equivalent qualifications or relevant experience which demonstrates equivalent academic skills

**Desirable*** Working towards or willing to obtain AAT qualification.
 | Application FormCertificatesInterview  |
| **B: EXPERIENCE** (Length, type and level of work-related experience)  | **Desirable*** Experience in a similar role is desirable.
 | Application FormInterview |
| **C: SKILLS****KNOWLEDE****ABILITIES**(Range and level of skills, depth of knowledge required for the job)  | * Excellent team player but responsible for their own work.
* Organisational skills to enable MAAC to achieve objectives
* Methodical and accurate
* Good communication & organisational skills.
* Good customer service skills.
* Good written & verbal communication.
 | Application FormInterview ReferencesCPD |
| **D: APTITUDES AND ATTRIBUTES** (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales) | * Highly motivated and enthusiastic.
* Good interpersonal skills.
* Team player.
* Flexible.
* Dependable.
 | Interview References |
| **E: OTHER JOB REQUIREMENTS** (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)  | **Essential*** Basic DBS check.

**Desirable**Driving license. | Application formReferencesDBS checking serviceDriving Licence check |
|  | **F: PERSONAL QUALITIES AND VALUES** | * **RECEPTIVE –** We define **success** as continuous improvement and aim for **excellence** in our lifesaving services and community projects
* **RESPECTFUL** – we are a community-based organisation with a **‘one team’** culture that embraces and encourages **honesty**.
* **RESPONSIBLE** – we aim to create the best possible **future for everyone** and strive thrive to place **sustainability** at the heart of everything we do.
* **RELEVANT** – we are open to new ideas and ways of working, across our clinical and charity operations, providing total transparency to all stakeholders.
* **RECOGNITION** – we **value our relationships** - with staff, supporters and the wider communities we serve - **working together** to achieve the best possible patient outcome.
 | Application form InterviewReferences |  |

**The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties**