

Person Specification – Tax Assistant Apprentice

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

	Essential	Desirable
Education / Qualifications		
GCSE or equivalent at grades A-C (9-4) in Maths and English.	*	
3 or more A Levels at grades A-C or equivalent such as four Scottish Higher qualifications at grades A-C or a merit at BTEC Level 3.	*	
Commitment to gaining a qualification in taxation.	*	
Skills/ Knowledge/ Experience		
Some experience working in an accountancy/finance environment.		*
Numerical skills or aptitude towards numeracy and data.	*	
Able to use Word/Outlook/Excel to a minimum standard.	*	
Competent in using IT systems and inputting data into systems.	*	
High levels of accuracy with work methods to ensure work is correct; able to adopt a methodical approach to tasks and queries.	*	
Good problem-solving and analytical skills.		*
Good communication skills, ability to confidently use the telephone and draft emails and letters.		*
Able to liaise confidently and professionally with clients, colleagues and peers when required.		*
Personal Behaviours & Qualities		
Enthusiastic to learn and to contribute to the business success of a team; a genuine interest in working within the taxation specialism of an accountancy firm.	*	
Strong sense and understanding of quality in a client-focussed service.	*	
Strong sense of team, willing to contribute to team objectives and support others to achieve their targets and work commitments.	*	
Ability to plan, manage, and prioritise work tasks and review flexibly; well organised with the ability to organise others and respond to challenges in a calm and professional manner.	*	
Ability to use own initiative but know when to refer queries and take instructions.	*	
Friendly, professional, and confident manner; with the ability to build positive relationships.	*	
Ability to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	