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| **SECTION 2 - PERSON SPECIFICATION** |

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| **(A) - Job Details** | | | |
| **Job Title** | **NHS Undergraduate Finance Trainee** | **AfC Band** | 2 |
| **Hours of Work** | M-F 09:00 – 17:00 | **Base** | Hellesdon |
| **Department** | Finance | **Directorate** | Finance & Commissioning |

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| **(B) – Key Components** |

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|  | | **E / D\*** | **Assessed by**  **A/Int/T/P\*\*** |
| **Qualifications** | **Undergraduate Degree Student reading a course including one of Accounting, Finance, Business or Mathematics.** | **E** | **Int** |
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| **Skills and Knowledge** | Computer skills especially Microsoft Excel and Word. | **E** | **Int** |
|  |  |  |
| Good interpersonal, communication and presentation skills | **E** | **Int** |
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| Organisational skills to prioritise and meet deadlines. | **E** | **Int** |
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| **Experience** | General work experience and evidence of working in a team. | **D** | **Int** |
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| **Personal Attributes** | Commitment to learning, best practise and a quality service. | **E** | **Int** |
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| Flexible and resilient. | **E** | **Int** |
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**\* Please indicate whether each element is an essential or desirable criteria**

**\*\*Please indicate how each element will be assessed: application, interview, test or presentation**