

**Part A**

The following criteria (experience, skills, and qualifications) will be used to short-list at the application stage:

**Essential:**

1. Good written communication skills
2. Five GCSEs, grades 5-9 which must include Maths and English, and two A-Levels, grades A-C, or educational equivalents.
3. Good ICT and keyboard skills
4. Able to work as part of a team and on own initiative
5. Able to plan and prioritise allocated tasks within prescribed timescales
6. Able to interpret and follow written and oral instructions
7. Able to analyse information

**Desirable:**

1. Maths GCSE at grade 7 or A
2. A level Mathematics, Accountancy or Economics or BTEC Business and Accounting, or equivalent
3. Good knowledge of Microsoft software (Word, Excel, etc)
4. Relevant work experience which demonstrates understanding of the role
5. Full clean driving licence

**Part B**

The following criteria will be further explored at interview:

- Excellent communication skills
- Pleasant, friendly personality
- Good organisational skills
- Able to work independently and as part of a team
- Able to build excellent relationships with colleagues and clients
- Able to demonstrate initiative
- Able to work under pressure
- Demonstrates smart and professional appearance
- Demonstrates some knowledge of the practice
- Demonstrates motivation and keenness to engage in professional education
- Demonstrates commitment to continuous professional development