



Audit & Assurance Trainee (Graduate): Person Specification

Eligibility for Application

- We operate an open access policy, meaning we don't screen out applications on your academic performance alone.
- You will, however, need:
 - To have obtained or be studying towards at least a 2:1 in any degree discipline; and
 - have a minimum of grade 4/C GCSE (or equivalent) in English Language and Maths, and three A-levels/Five Highers (or equivalent) to be eligible to apply.

We welcome applications from all academic backgrounds and are looking for individuals who will succeed at Third Sector Accountancy in the desired role and future qualifications, therefore throughout our recruitment process your academic performance will be considered against your online assessment scores and interview to determine your suitability for an Third Sector Accountancy role.

Essential

- A desire to enable positive and meaningful social change through social enterprise
- A commitment to [co-operative values and principles](#)
- An affinity with our [vision, mission and values](#)
- Able to relate in a friendly, helpful and professional manner towards a wide variety of clients
- Able to adapt to new and frequently changing software
- Team working skills and commitment to working in a non-hierarchical organisation
- Able to attend occasional face to face meetings in Manchester
- Self motivated
- Strong numerical & analytical skills, with an emphasis on attention to detail

Desirable

- Experience using Quickbooks and Xero bookkeeping software
- Experience of accounting for co-operatives, charities and not for profits
- Experience in the third sector working or volunteering for charities or co-operatives
- It would be desirable, but not essential for employees to be based in the Greater Manchester/North West region to attend the office on a regular basis.