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| page1image31204912page1image31204704**Trainee Specification**  This will be used in when recruiting and selecting candidates for the Netflix Assistant Production Accountant Training Programme. | |
| **Skills & Experience** | |
| Qualification Icons - Free SVG & PNG Qualification Images - Noun Project | 1. You need to have **either**:    * Qualifications in accounting   **or**   * + Relevant work experience     - For example, working in administering finances. |
| Experience Icon Png posted by Brittany Garrett | 1. Have work experience.    * Working with finances or accounts.    * Understanding what it’s like to be in a workplace with a team. |
| **Expertise - Free computer icons** | 1. Be used to working with computers    * Be familiar with Office programmes like Word and Excel. |
| **Mathematics free vector icons designed by surang | Vector icon design, Free  icons, Icon design** | 1. Be confident with numbers and figures. |
|  | 1. Be able to show that you can solve problems by being organised and logical. |
|  | 1. Be able to show that you’re happy and able to work to tight deadlines. |
| **Detail-Oriented Icons - Free SVG & PNG Detail-Oriented Images - Noun Project** | 1. Be able to show attention to detail. |
| **Experience Generic black outline icon** | 1. Have an understanding or practical experience of at least one of:    * Setting up and running payroll    * Running payroll in a way that meets the requirements for the Inland Revenue & Department of Work and Pensions    * Setting up and managing systems for invoices    * Bookkeeping    * Setting up and running systems for petty cash |
| **Applicants Must** | |
| **Communication - Free communications icons** | 1. Have strong communication skills, both when talking and writing.    * Show recent evidence that their communication in the workplace is strong. |
| **12 hours - Free time and date icons** | 1. Show that they’re able to work long hours.    * These are typically 12-hour days, with a one-hour unpaid lunch break. |
| **Cinema, location, movie, pin, place icon - Download on Iconfinder** | 1. Show they are happy to work on production, either in a studio or on location within the UK. |
| **Location - Free signs icons** | 1. Be happy and able to move to:    * Near Leavesden for the four weeks of training in a classroom    * Anywhere in the UK for the production placements. |
| February Month icon in SVG, PNG formats | 1. Be available to start the programme from **Monday 26th February 2024.** |

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| **Personal Attributes and Qualities** | |
| **Teamwork Basic Miscellany Lineal icon** | * Be self-motivated and a team player   + Be able to follow instructions. |
| **equality Icon - Free PNG & SVG 27531 - Noun Project** | * Be able to work positively with a wide range of people.   + That includes the most senior and most junior members of production. |
| **Pending icon PNG and SVG Vector Free Download** | * Have the energy to cope with long working days. * Be able to work in an intense environment. |
| **User Icon Icons - Free SVG & PNG User Icon Images - Noun Project5 Stars Icons - Free SVG & PNG 5 Stars Images - Noun Project** | * Always have excellent professional ethics. |
| **Two Careers Every Smart College Student Should Know About** | * Be able to manage their own learning on the training programme.   + Be able to make the most of all opportunities to learn more and improve. |
| **Movie Clapper Icons - Free SVG & PNG Movie Clapper Images - Noun Project** | * Want to work in film or TV production in a junior accountant role.   + Be committed to working in the TV and film industry in an accounting role. |