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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.
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| 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.
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| **Expertise - Free computer icons** | 1. Be used to working with computers
	* Be familiar with Office programmes like Word and Excel.
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| **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
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| **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.
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| **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.
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| 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.
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| **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.
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| **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.
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| **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.
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| **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.
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