

Professional Accounting or Taxation Technician

Sector	Relevant to all employment sectors
Who is it for?	New recruits and existing staff with previous experience in the financial sector
Start date	September
Level	4
Duration	8 months
Apprenticeship Assessment	Role simulation and professional discussion taken during 8 month period
Qualification	AAT Level 4 Diploma for Professional Accounting Technicians
Delivery model	Weekly college session

This standard aims to give the Apprentice the knowledge, skills and behaviours to successfully complete accounting or taxation tasks and duties.

Day-to-day tasks may include creating, and/or verifying and reviewing accurate and timely financial information, processing invoices, recording payments and completing tax returns.

Typical job roles include:

Financial accountant

Management accountant

Tax accountant

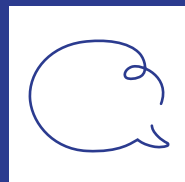
Tax adviser or specialist

External or internal auditor

Forensic accountant

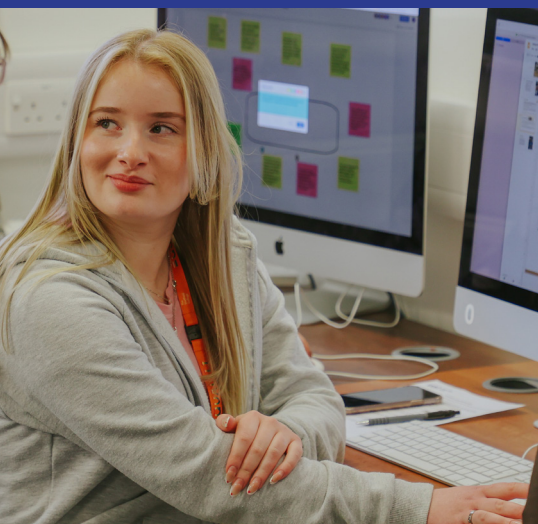
Management consultant

What your Apprentice will learn



Apprentices develop knowledge, skills and behaviours to be able to work effectively in their job role.

These form the Apprenticeship standard which has been developed and agreed with employers.



100%

pass rate at end-point assessment
in 2023/24 for this standard

The knowledge, skills and behaviours that your Apprentice will learn include:

Knowledge

Technical knowledge: accounting or tax

Business awareness

Ethical standards

Regulation and compliance

Systems and processes

Skills

Analysis

Communication

Leadership

Planning and prioritisation

Producing quality and accurate information

Use of systems and processes

Behaviours

Adaptability

Adding value

Ethics and integrity

Proactivity

Professional scepticism

Get in touch

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