

Accounts or Finance Assistant

Sector	Relevant to all employment sectors
Who is it for?	New recruits and existing staff
Start date	October and February
Level	2
Duration	8 months
Apprenticeship Assessment	Professional discussion taken during 8 month period
Qualification	Level 2 Accounts or Finance Assistant Additional qualification AAT Level 2 Certificate in Accounting
Delivery model	Weekly college session

This standard aims to give the Apprentice the knowledge, skills and behaviours to successfully complete accounts or finance assistant tasks and duties.

Day-to-day tasks may include processing invoices, recording financial transactions, completing bank reconciliation, and checking for compliance with accounting standards.

Typical job roles include:

Assistant accountant

Accounting technician

Accounts clerk

Purchase Ledger clerk

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 that has been developed and agreed with employers.

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

Knowledge

Legislation and the principles of English law

Professional ethics and codes of conduct

Digital financial and accounting packages and applications

The role of accounts and finance within an organisation

Principles of using and maintaining financial records

Principles of bookkeeping and controls

Skills

Recording transactional data

Using the organisation's standard tools and processes to examine data

Recognising and rectifying routine errors

Planning and reviewing accounting and finance tasks

Communicating with stakeholders to deliver accurate and timely results

Using finance and accounting software packages

Behaviours

Teamwork

Flexibility

Self-motivated

Vigilance

Professionalism



93.8%

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

Get in touch

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