

Apprenticeships

AAT Accounts/Taxation

Finance Assistant Level 2 Standard

Apprenticeship Code: ST0608

Sector: Business



Length of Delivery

Up to 12 months.

Entry Requirements

Employers can set their own entry requirements; however, learners must be of the right calibre and committed to achieve all components of their apprenticeships.

About the Role

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, Public Sector, not-for-profit organisations and educational institutions. Accounts/Finance Assistants may work in-house for an organisation or they might work for accountancy firm, bookkeeping practice, Shared Service provider, self-employed or on behalf of several different clients.

What Apprentices need to learn

Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this, and it must take place in the apprentice's contracted hours.

All Accounts/Finance Assistants will demonstrate the following Knowledge, Skills and Behaviours:

Knowledge:

- Attention to Detail
- Communication
- Systems and Processes
- Personal Effectiveness

Skills:

- General Business
- Understanding Your Organisation
- Accounting Systems & Processes
- Basic Accounting
- Ethical Standards

Behaviours:

- Team Work
- Personal Development
- Professionalism
- Customer Focus

Please go to the Institute of Apprenticeships website for further detail on the standard and assessment www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant/

Apprentices will be required to take one of the professional qualifications listed below, as chosen by the employer to be most relevant to the job role:

- AAT Foundation Certificate in Accounting (Level 2)
- ACCA Certificate in Financial and Management Accounting (level 2)
- IAB Level 2 Certificate in Bookkeeping
- ICB Level 2 Certificate in Bookkeeping

End Point Assessment (EPA): how apprentices achieve their qualification

When the apprentice reaches the end of the On Programme Assessment stage, they pass through “Gateway” to the End Point Assessment (EPA). The end point assessment comprises a range of assessment methods, including a in-tray exercise, a written portfolio and a structured interview, to build in rigour and ensure that all components of the Standard have been fully tested and met.

Before you can book end point assessment, Lakes College and the employer will sign off that the apprentice is ready for EPA.

- Where an apprentice has not already achieved Level 2 English and Maths (GCSE C/4 or above), they must do so before taking the end-point assessment.
- Level 2 Professional Qualification option.

Progression Opportunities

Level 3 and Level 4 Accountancy Standard.

On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.

Next Stage

- If you are an employer please contact our Business Accounts Management lead via team-sales@lcwc.ac.uk, whom will arrange an appointment to support your recruitment needs.
- If you are an applicant please either:
Go to our website www.lcwc.ac.uk and apply
or contact our admissions team **01946 839300**
or email admissions@lcwc.ac.uk


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