



University of Central Lancashire

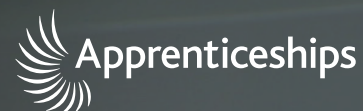
Training 2000

INFORMATION FOR LEARNERS

# Accounts Or Finance Assistant Apprenticeship Level 2

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An Accounts or finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts or 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 or 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 or finance assistant can work in almost any sector.



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# Accounts Or Finance Assistant Level 2

## Apprenticeship information

### Duration

12 months. One day per week

### Where will I study?

Training 2000 Blackburn

### Entry requirements

A minimum of four GCSEs at Grade 4 (C) or above, including maths and English OR experience working in an accounting environment.

## Our Apprenticeship includes:

- Structured delivery programme that includes one day in the classroom per week at our Blackburn site comprising of knowledge and tutorial sessions
- Assessor visits and reviews in your workplace
- Access to learning on e-portfolio
- Xero or Sage certified training course



"This award is recognition of the high level of professionalism and the extraordinary efforts that our AAT team apply to ensure that our learners have a great experience and are successful in their chosen pathway"

- Chris Stott CEO

## What you'll learn

It comprises of a Level 2 Apprenticeship which will be completed in 12 months. Your assessment will take a further 3 months.

You can also achieve your Level 2 AAT Certificate in Accounting\*.

Level 2 Finance or Accountant units:

- Introduction to bookkeeping
- Principles of bookkeeping controls
- Principles of costing
- The Business environment Synoptic exam

All Accounts or finance assistant will demonstrate the following knowledge, skills and behaviours.

## Key knowledge

### General business

- Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering
- Can explain the importance of upholding relevant codes of conduct
- Can explain different legal entities and organisational structures.
- Aware of the impact of technology on business and its accounting and finance functions.

### Understanding your organisation

- Understand own role within the context of your organisation
- Understand transactional processes of accounting and their use within a finance function
- Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.

### Accounting systems and processes

- Understand how accounting systems and processes allows a business to keep track of all types of financial transactions
- Know a range of routine accounts reports, reports and their use within the finance function
- Understand the basics of internal control within own organisation.

### Basic accounting

- Aware of basic accountancy concepts and double entry bookkeeping
- Understands bookkeeping controls
- Understand the cost recording system within an organisation
- Develop an understanding of the differences between Financial and Management Accounting.

### Ethical standards

- Understands corporate social responsibility (CSR), ethics and sustainability within organisations
- Understands the importance of the need to keep up-to-date with relevant policies, procedures, regulatory or system changes.

## Key skills

### Attention to detail

- The ability to examine data to identify issues
- The ability to reconcile data to minimise the chance of errors
- The ability to plan and review work
- Recognise and rectifies errors.

### Communication

- Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results
- Avoids jargon and uses the correct technical terms where appropriate
- Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.

### Uses systems and processes

- Utilises relevant office and accounting software packages to input and manage data accurately
- Ability to maintain the security of accounting information using passwords and other appropriate security measures.

### Personal effectiveness

- Ability to organise self, prioritise workload and activity to meet deadlines.
- Actively identifies team workload problems and offers to support peers where appropriate
- Ability to understand issues beyond own remit

## Behaviours

### Team work

- Supports colleagues and collaborates to achieve results
- Builds working relationships within own team and other parts of the organisation
- Be aware of their impact on others.

### Personal development

- Successfully implements changes that are required, as directed.
- Displays an ongoing commitment to learning and self-improvement.
- Seeks feedback and acts on it to improve their performance.

### Professionalism

- Looks to behave professionally by adhering to the organisational code of conduct
- Has a 'right first time' approach.
- Shows integrity in their approach
- Demonstrates personal pride in the job through appropriate dress and positive and confident language.

### Customer focus

- Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice.
- Delivers excellent service, identifying and meeting or exceeding customer expectations.

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# How you'll be assessed?

At the end of your Apprenticeship you'll go through an end-point assessment (EPA) and be graded based on a:

1. Structured interview (supported by a portfolio of evidence summary)
2. In tray test

Apprentices can therefore expect to be assessed through a combination of testing in controlled conditions, evidence produced in the work-place and recorded interview, therefore comprehensively examining the work they have completed.

# Your Apprenticeship career path

Below is an example career path showing how you can earn, learn and study up to Degree level with an Apprenticeship. Training 2000 are part of the University of Central Lancashire which makes it easier than ever to progress on to a Degree Apprenticeship.



The opportunities are endless when you complete a  
Accountancy Apprenticeship. There are no limits to what  
direction your career could take.

## Interested? Apply now

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