

Accounting – Intermediate (Level 2)

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development
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college

This apprenticeship develops the knowledge, skills and behaviours required for accounting roles including accounts clerk, cashier, finance assistant or purchase ledger clerk.

Why study this course?

- Do you want to progress in accountancy or finance?
- Is there a requirement for you to help your organisation work more effectively in accounting and finance?
- Do you currently have a role that would allow you to develop the skills and knowledge within this qualification?
- Do you currently work in an accounts role but are not yet qualified?

Who is the course aimed at?

- The course is aimed at employees in roles including Accounts Assistant/Clerk; Cashier; Credit Control Clerk; Finance Assistant; Purchase Ledger Clerk or Sales Ledger Clerk

What you will study

The AAT Foundation Certificate in Accounting covers a range of foundation accounting and finance skills in:

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance

Knowledge and Skills you will develop

- You will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales and general ledgers.
- You will learn to use accounting software and to develop the professional skills and behaviours needed to contribute effectively in the workplace.
- You will understand how to use journals, control accounts and a trial balance. You will also learn how to use an accounting software package, how to process financial information in accordance with company procedures and schedules, and how to provide information to colleagues, suppliers and/or customers as required.

Behaviours you will develop

Working in accountancy requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

Entry requirements

- You will be required to have a sound level of both numeracy and English language skills. You will need to complete initial assessments in maths and English and take part in an interview with a member of our Assessment Team.
- You will be asked to declare any civil offences, criminal convictions, bankruptcy or CCJs at sign up.
- You will need to be working in an environment that will provide you with the opportunities to learn and develop accounting skills in an intermediate capacity

How long will it last?

12 - 18 months

How will it be delivered?

- The AAT Foundation Certificate in Accounting will be completed through attendance in College one day per week or two evenings per week for one year
- Examinations and assessments will take place throughout the year
- Maths and English development will be delivered through a mixture of College based sessions and assignments in the workplace.
- Employment Rights and Responsibilities will be embedded into the above qualifications' delivery
- You and your employer must demonstrate a commitment to off the job training to support completion of this apprenticeship

Qualifications gained

- Level 2 Foundation Certificate in Accounting
- Level 1 Functional Skill in Mathematics (if required)
- Level 1 Functional Skill in English (if required)
- Employee Rights and Responsibilities

Progression to further study

Apprentices can progress onto the Level 3 Advanced Apprenticeship in Accounting, the stand-alone Level 3 Diploma in Accounting qualification and onto the following job roles:

- Trainee Accountant
- Trainee Accounting Technician

Further details

Further details on this framework can be found at:
www.afo.sscalliance.org

Who to contact

For more information about apprenticeships, funding and training, please contact our Business Development Team on 01704 392817 or email on employer@southport.ac.uk

Apprenticeships at Southport College