

Apprenticeship

Accounts/Finance Assistant Level 2

Do you want to progress in accounting and finance?

Is there a requirement for you to help your organisation work more effectively in providing high quality accounting and finance services?

Are you currently in a role that would allow you to develop your accounting and finance knowledge and skills?

Qualification Gained:

AAT Level 2 Foundation Certificate in Accounting

Institute for Apprenticeships (IFA) certificate

Maths and English Functional Skills if appropriate.

Progression to further study

Successful apprentices can progress, if opportunity allows, onto Assistant Accountant Apprenticeship Level 3.

Further details

Further details can be found at InstituteforApprenticeships.org

Who to contact

For more information please

contact us:

01704 392874

info@competeapprenticeships.co.uk

Who is the course aimed at?

- + Accounts assistant/clerk
- + Cashier
- + Credit control clerk
- + Finance assistant
- + Purchase ledger/Sales ledger clerk

What will you study

Level 2 AAT Certificate in accounting. Functional Skills in Maths And English Level 1 Working Towards Level 2 (exemptions apply).

Knowledge and skills you will develop

- + General business
- + Understanding the organisation
- + Accounting system and processes
- + Basic accounting
- + Ethical standards
- + Attention to detail
- + Communication
- + Using systems and processes
- + Personal effectiveness

Behaviours you will develop

- + Team work
- + Personal development
- + Professionalism
- + Customer focus

Entry requirements

- + Comprehensive skills scan
- + Initial assessments in Maths and English

Maths and English

All learners on a Level 2 Apprenticeship will need provide evidence of a minimum Level 1 in Maths and English (or equivalent) prior to entering EPA Gateway.

If you do not have evidence of either Level 1 English or Maths (at least one is required), please speak to the Apprenticeship team for further guidance.

If you have a Level 1 in English or Maths, you will be required to achieve a minimum of Level 1 in all areas prior to Gateway. Once a Level 1 in English and Maths can be evidenced, then Apprentices are required to attend Level 2 Maths and/or English sessions.

How long will it last?

Typical duration: 12 Months

How will it be delivered?

The Foundation certificate will be delivered on a weekly basis in college.

Portfolio build coaching towards End Point Assessment will be delivered in the workplace. Maths and English will be delivered on a flexible basis.

20% off-the-job training during contracted hours.

How will it be assessed?

The AAT Certificate will be assessed by exams. The Standard will be assessed through End Point Assessment once the Apprentice, Employer and Assessor have agreed that the apprentice is EPA Gateway ready for:

- + Structured interview (supported by portfolio of evidence)
- + In-tray test