Accounts or Finance Assistant

LEVEL 2 (AAT)

12 Month Programme + EPA

This programme is designed for those that may work in the accounts or finance department, supporting the finance function. Learners must achieve the AAT Level 2 Certificate in Accounting as part of this programme.

Introduction to the course

Our Accounting or Finance Assistant programme combines dedicated workplace mentoring, on-the-job experience, access to high quality online resources alongside an outstanding blended delivery model. This entry route builds the necessary skills, knowledge and behaviours required to become a highly competent Accounts or Finance Assistant.

Learner outcomes

During the programme, apprentices will cover topics that develop their knowledge and understanding of manual and digital bookkeeping systems, exploring control accounts, journals and reconciliations leading to the drafting of a trial balance. Learners will also develop their knowledge of the principles of basic costing through to building their awareness of key business concepts and their practical application in the workplace.

Assessment

After completing examinations in each of the 3 of the 4 units (the fourth being covered as part of the EPA), the Accounts or Finance Assistant apprentice will progress to the End-Point Assessment in which the knowledge and evidence they have gathered throughout the programme will be assessed against the apprenticeship criteria. The End-Point Assessment will include:

- A 2 hour synoptic assessment covering The Business
 Environment
- A 60 minute professional discussion/interview

Apprentices may be required to achieve Level 1 English and Mathematics, and attempt Level 2 before completing the programme.

A good fit for

Anyone considering a career in accountancy or those that are new to the role of either an accounts assistant or a finance assistant.

Future jobs

- Accounts Administrator
- Credit Controller
- Tax Assistant

What's next?

The successful completion of the Accounts or Finance Assistant Apprenticeship offers a natural progression route to the Assistant Accountant Level 3 where the employee can further develop their accounting skills by completing the AAT Level 3 Diploma in Accounting.

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Course overview

Start Date

Flexible

Level



Duration 12 Months + 3 Months EPA

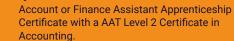


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Assessment

On-Programme And End-Point Assessment

Qualification





Entry Requirements

Learners must have maths GCSE grade C/4 or above (or equivalent)

Accounts or Finance Assistant

unlocking potential delivering personalisation enhancing performance



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Blended Delivery Model



* Maths and English functional skills may be included in your apprenticeship programme depending on your age, the programme requirements, and your prior attainment level.

