

# 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 reconciliation 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

### 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.



### AAT Qualification

Learners must complete the AAT Level 2 Certificate in Accounting as part of this programme.



### Course overview



**Start Date**  
Flexible



**Level**  
2



**Duration**  
12 Months + 3 Months EPA



**Delivery**  
Blended



**Assessment**  
On-Programme And End-Point Assessment



**Qualification**  
Account or Finance Assistant Apprenticeship Certificate with a AAT Level 2 Certificate in Accounting.

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unlocking potential  
delivering personalisation  
enhancing performance



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## Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12
Programme Induction & Enrolment	<b>Communication</b> Communicating with stakeholders. Delivering service excellence.	<b>Introduction to Bookkeeping</b> Setting up bookkeeping systems. Process customer transactions. Process supplier transactions. Process receipts and payments. Process transactions into the ledger account.	<b>Digital Technology</b> Digital and accounting packages. Using finance and accounting software.	<b>Principles of Bookkeeping</b> Using control accounts. Reconcile a bank statement with the cash book. Using journals. Produce a trial balance.	<b>Professionalism &amp; Ethics</b> Professional ethics and codes of conduct in a finance and accounting environment.	<b>Principles of Costing</b> Understand the cost recording system within an organisation. Use cost recording techniques. Provide information on actual and budgeted cost and income. Use tools and techniques to support cost calculations.	<b>The Business Environment</b> Understand the principles of contract law, the external business environment and the key principles of CSR. Understand the finance function within an organisation. Understand the importance of information to business operations.	<b>Accounts Assistant Excellence</b> Demonstrating competence across all core accounting and finance tasks.	Blended Learning, Coaching, Mentoring & Peer Support			

Gateway

End Point Assessment

3 Months

- ✓ Synoptic assessment
- ✓ Professional discussion/interview

Apprenticeship Achieved

Key



Exam



Live Webinars



Skills Coach and  
Line Manager  
Progress Reviews