

Professional Accounting Technician

LEVEL 4 (AAT)



Mastering the skills to process and interpret financial data to influence business decisions.

Introduction to the course

Our Level 4 accounting programme combines dedicated workplace mentoring, on-the-job experience, access to high quality online resources alongside our outstanding blended delivery model. This route builds the necessary skills, knowledge and behaviours required to become a highly skilled Professional Accounting Technician.

Learner outcomes

During the programme, apprentices will cover topics developing their ability to create, verify and review accurate and timely financial information. A Professional Accounting Technician will apply the relevant ethical, professional and accounting standards in the preparation and drafting of financial statements. Depending on their role your employee will also learn specialist knowledge in other aspects of accounting, for example management or tax accounting.

Assessment

Following completion of the 3 required units, learners will progress to the End-Point Assessment in which the knowledge and evidence learners have gathered will be assessed against the programme criteria.

The End-Point Assessment will involve a range of assessment tools including:

- A 3 hour synoptic assessment
- A reflective discussion or written statement supported by a portfolio of evidence

A good fit for

Senior Bookkeeper, Finance Administrator or Accounts Payable Supervisor and Employees in accounting roles wishing to further develop their career.

Future Jobs

- Management Accountant
- Senior Finance Officer
- Commercial Analyst

What's next?

After achieving the apprenticeship and qualification learners may receive credits towards the Level 7 Accountancy Professional Apprenticeship.



AAT Qualification

Learners must complete the AAT Level 4 Professional Diploma in Accounting as part of this programme.

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Course overview



Start Date
Flexible



Level
4



Duration
15 Months + 3 Months EPA



Delivery
Blended



Assessment
On-Programme And End-Point Assessment



Qualification
Professional Accounting Technician Apprenticeship Certificate and a AAT L4 Professional Diploma in Accounting

Professional Accounting Technician

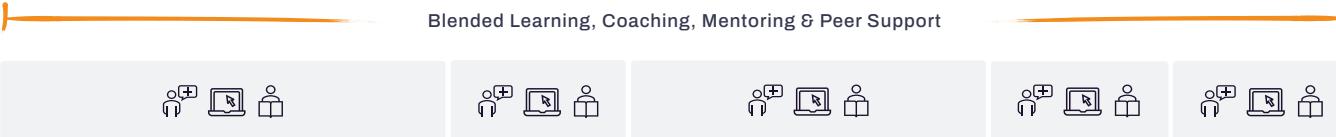
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unlocking potential
delivering personalisation
enhancing performance

15 Month Programme + EPA

Throughout the programme there will be regular reviews where learners will be working on building a portfolio of evidence by completing relevant tasks and requirements focusing on the knowledge, skills and behaviours throughout the duration of the apprenticeship.

Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Programme Induction & Enrollment	Blended Learning, Coaching, Mentoring & Peer Support														
															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Applied Management Accounting Management accounting and forecasting techniques. Functional and master budgets, revising budgets. Operating budgets and variances. Cost management techniques, methods of costing. Technology and its impact on operational control.	Drafting & Interpreting Financial Statements Assets and liabilities. Statement of profit or loss, cash flow statement. Consolidated financial statements.	Optional Units of Study, Two of the Following: Personal taxation. Business taxation. Audit and assurance. Cash and financial management. Credit and debt management.		Internal Accounting Systems & Controls The accounting function. Financial information. Technology and accounting systems. Performance indicators.	Synoptic Assessment Preparation									

Gateway



End Point Assessment

3 Months

- Synoptic assessment
- Reflective element supported by portfolio of evidence

Apprenticeship Achieved

Key



Exam



Live Webinars



Progress Review