



## PROFESSIONAL ACCOUNTING (AAT) APPRENTICESHIP

**Level:**

4

**Duration:**

18-24 months. One day per week

**Entry requirements:**

Assistant Account (AAT) Apprenticeship Level 3

OR for those who have experience working in finance and who have a need and desire to attain formal recognition of their skills.

**Overview:**

Individuals in the role of a Professional Accounting Apprenticeship will have responsibility for creating, and/or verifying and reviewing accurate and timely financial information within the organisation in which they are employed, or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.





## Aim:

The purpose of the AAT Professional Diploma in Accounting is to provide students with the specialist knowledge and skills required for progressing either to employment in an accounting or finance role, or to enable progression to further study in accountancy and finance.

The Level 4 course comprises of the following four mandatory units:

- Management Accounting: Decision and Control
- Management Accounting: Budgeting
- Financial Statements of Limited Companies
- Synoptic Assessment

Learners also choose two from the following five optional units:

- Personal Tax
- Business Tax
- Credit Management
- Cash and Treasury Management
- External Auditing

You can also achieve your Level 4 AAT Professional Diploma in Accounting

## Where Can I Study?

Training 2000 Blackburn and Blackpool

## Objectives

This occupation covers the professional accounting qualification. A competent Professional Accountant on completion of the Apprenticeship Standard, will meet the following requirements:

### Knowledge

- Technical knowledge – Accounting
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes

### Skills

- Analysis
- Communication
- Leadership
- Planning and prioritisation
- Produces quality and accurate information
- Team working and collaboration
- Uses systems and processes

### Behaviours/Attitude





- Adaptability
- Adding value
- Ethics and integrity
- Proactivity
- Professional scepticism

## Job examples?

Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Commercial Analyst, Payroll Manager, Senior Financial Officer, Personal Tax Assistant and Business Tax Assistant

## Any other useful Information:

The Professional Accounting standard allows student registration with a number of UK Professional Bodies in this sector. This may lead to the candidate receiving credits towards the completion of the Professional Accountant Apprenticeship or Chartered Accountancy qualifications provided by the relevant Professional Bodies. Completion of the Professional Accounting Apprenticeship may also result in credits being awarded towards relevant undergraduate degree programmes.

