

## ACCOUNTS OR FINANCE ASSISTANT APPRENTICESHIP - LEVEL 2

### WHY YOU?

An Accounts or finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts or finance assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. An Accounts or finance assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts or finance assistant can work in almost any sector.

**DURATION:** 12-15 months. One day per week

**TRAINING LOCATION:** Blackburn

**JOB ROLES INCLUDE:** Accounts Clerk, Cashier, Credit Control Clerk, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk

**ENTRY REQUIREMENTS:** A minimum of grade 4/3 (D) in Maths and four GCSEs at Grade 4/3 (D) or above, including English are required.

You may have to complete your English and Maths Functional Skills depending on your GCSE grades. OR experience working in an accounting environment.

### OUR OFFER INCLUDES:

- Structured delivery programme that includes one day in the classroom per week at our Blackburn site comprising of knowledge and tutorial sessions
- Assessor visits and reviews in your workplace
- Synoptic / end point assessment

### EMPLOYER BENEFITS:

- Highly skilled employees with globally recognised qualifications
- Engaged, knowledgeable and driven employees
- An excellent recruitment service to match your job role with the right applicant
- Regular reviews for behaviour, development and welfare of the learner

### LEARNER BENEFITS:

- Motivated, challenged and engaged learners, linking knowledge to their job roles
- Excellent career advice and guidance
- Progression to Higher / Degree Apprenticeships and highly skilled roles
- An increase in potential earnings, working whilst studying

01254 54659 or email [info@t2000.co.uk](mailto:info@t2000.co.uk)

[www.training2000.co.uk](http://www.training2000.co.uk)

 Twitter @training2000
  Like us on Facebook
  Find us on LinkedIn



Part of the  
University of  
Central Lancashire



## COURSE DETAILS

It comprises of a Level 2 Standard which will be completed in a 12-15 month period.

All Accounts or finance assistant will demonstrate the following knowledge, skills and behaviours.

### KNOWLEDGE

#### GENERAL BUSINESS

- Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering
- Can explain the importance of upholding relevant codes of conduct
- Can explain different legal entities and organisational structures.
- Aware of the impact of technology on business and its accounting and finance functions.

#### UNDERSTANDING YOUR ORGANISATION

- Understand own role within the context of your organisation
- Understand transactional processes of accounting and their use within a finance function
- Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.

#### ACCOUNTING SYSTEMS AND PROCESSES

- Understand how accounting systems and processes allows a business to keep track of all types of financial transactions
- Know a range of routine accounts reports, reports and their use within the finance function
- Understand the basics of internal control within own organisation.

#### BASIC ACCOUNTING

- Aware of basic accountancy concepts and double entry bookkeeping
- Understands bookkeeping controls
- Understand the cost recording system within an organisation
- Develop an understanding of the differences between Financial and Management Accounting.

#### ETHICAL STANDARDS

- Understands corporate social responsibility (CSR), ethics and sustainability within organisations
- Understands the importance of the need to keep up-to-date with relevant policies, procedures, regulatory or system changes.

### SKILLS

#### ATTENTION TO DETAIL

- The ability to examine data to identify issues
- The ability to reconcile data to minimise the chance of errors
- The ability to plan and review work
- Recognise and rectifies errors.

#### COMMUNICATION

- Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results
- Avoids jargon and uses the correct technical terms where appropriate
- Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.

#### USES SYSTEMS AND PROCESSES

- Utilises relevant office and accounting software packages to input and manage data accurately
- Ability to maintain the security of accounting information using passwords and other appropriate security measures.

#### PERSONAL EFFECTIVENESS

- Ability to organise self, prioritise workload and activity to meet deadlines.
- Actively identifies team workload problems and offers to support peers where appropriate
- Ability to understand issues beyond own remit

### BEHAVIOUR

#### TEAM WORK

- Supports colleagues and collaborates to achieve results
- Builds working relationships within own team and other parts of the organisation
- Be aware of their impact on others.

#### PERSONAL DEVELOPMENT

- Successfully implements changes that are required, as directed.
- Displays an ongoing commitment to learning and self-improvement.
- Seeks feedback and acts on it to improve their performance.

#### PROFESSIONALISM

- Looks to behave professionally by adhering to the organisational code of conduct
- Has a 'right first time' approach.
- Shows integrity in their approach
- Demonstrates personal pride in the job through appropriate dress and positive and confident language.

#### CUSTOMER FOCUS

- Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice.
- Delivers excellent service, identifying and meeting or exceeding customer expectations.



"This award is recognition of the high level of professionalism and the extraordinary efforts that our AAT team apply to ensure that our learners have a great experience and are successful in their chosen pathway"  
- Chris Stott CEO

\*exam fees for commercial bookings and re-sits will be charged extra

01254 54659 or email [info@t2000.co.uk](mailto:info@t2000.co.uk)

[www.training2000.co.uk](http://www.training2000.co.uk)

Twitter @training2000 Like us on Facebook Find us on LinkedIn



Part of the  
University of  
Central Lancashire



## END-POINT ASSESSMENT

The End-Point Assessment has two distinct assessment methods that have been designed to be completed only once the apprentice has finished the on-programme learner journey and passed through the 'Gateway'

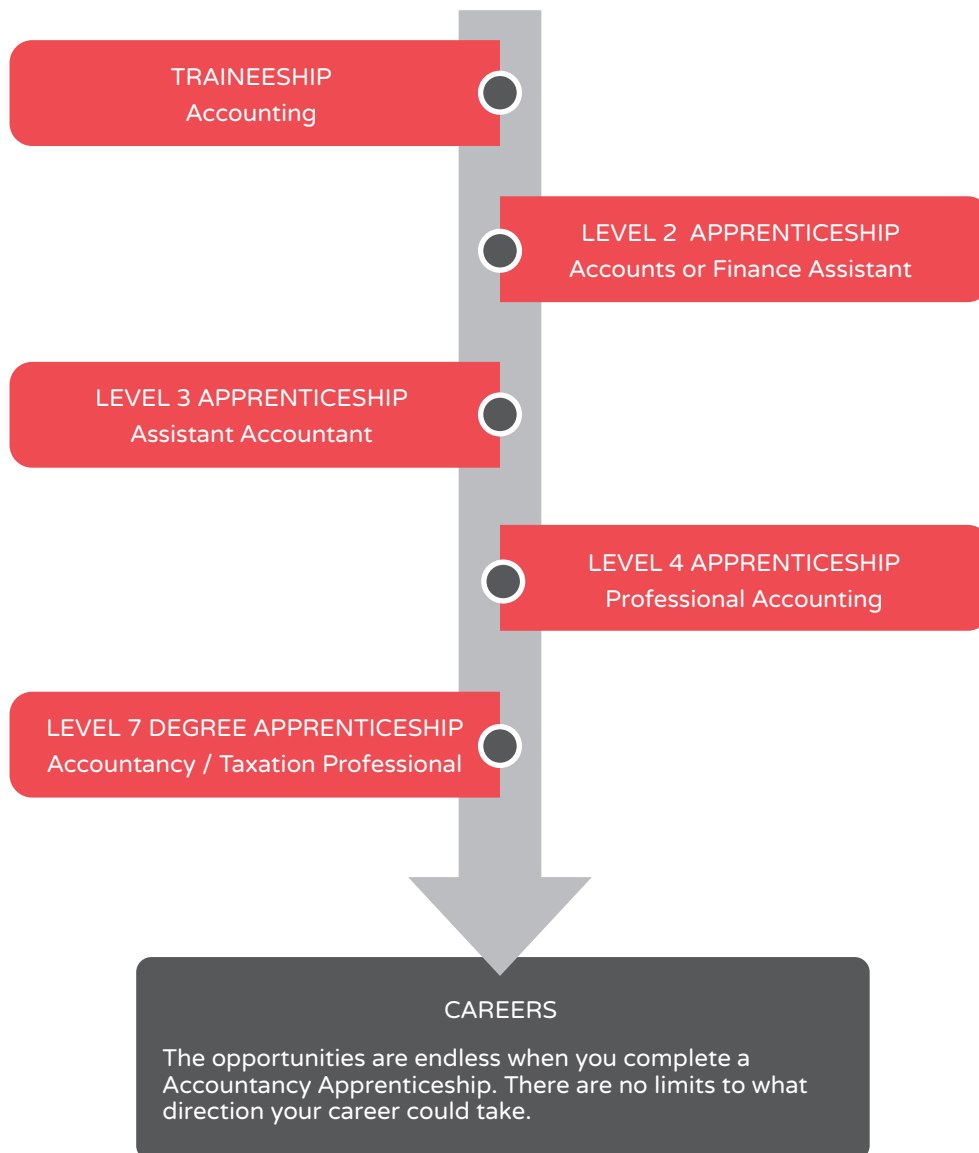
Apprentices will be expected to complete:

1. Structured interview (supported by a portfolio of evidence summary)
2. Synoptic exam

Apprentices can therefore expect to be assessed through a combination of testing in controlled conditions, evidence produced in the work-place and recorded interview, therefore comprehensively examining the work they have completed.

## YOUR APPRENTICESHIP CAREER PATH

Below is an example career path showing how you can progress up to a Level 7 qualification. At the end of every qualification you have the option to leave your education and progress with you career - you don't need to study up to level 7.



01254 54659 or email [info@t2000.co.uk](mailto:info@t2000.co.uk)

[www.training2000.co.uk](http://www.training2000.co.uk)

 **Twitter @training2000**  **Like us on Facebook**  **Find us on LinkedIn**



Part of the  
University of  
Central Lancashire

