

# Accounts Or Finance Assistant

## Level 2 Apprenticeship

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. 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:** 14 months - one day per week.  
A mix of online and classroom learning.

**Where will I study:**  
Training 2000, Blackburn

**Entry requirements:**  
A minimum of four GCSEs at Grade 4 (C) or above, including maths and English  
OR experience working in an accounting environment.  
All accounting apprentice applicants must complete an Accounting Assessment Day with our experienced accountancy team.

**Association of Accounting Technicians:**  
Your AAT registration is included with your Apprenticeship

## What you'll learn

### Understanding your organisation

Be aware of the organisation's needs and activities and their impact for accounting and finance.

### Accounting systems and processes

Identify, collate and process financial and accounting data from primary sources such as business records.

### Attention to detail

Examine financial and accounting data to identify issues with quality and reliability as instructed and in accordance with guidance.

### Correcting financial data errors

Rectify errors in financial and accounting data, escalating problems beyond their remit as appropriate.

### Ensuring accurate financial records

Reconcile transactional data to minimise the chance of errors in financial and accounting outputs such as sales and purchase invoices, sale and purchase orders, bank statements and payroll.

### Optimising efficiency

Plan and review workloads with supervisor to ensure best use of time to complete allocated tasks efficiently.

### Professional communication

Communicate with internal and external stakeholders using appropriate methods and professional language. Examples may include letters, 'phone, face-to-face, e-mail, video call, online chat functions etc.

### Secure data management

Use financial and accounting software packages to input and manage data safely and securely in line with organisational instructions.

### Team work

Provide support to team members to help ensure that financial and accounting activities are carried out within expected timescales and quality expectations.

### Continuous learning

Keep up to date with developments to enhance relevant skills and take responsibility for own professional development.

You can also achieve your Level 2 AAT Certificate in Accounting\*.

## How you'll be assessed?

You will sit exams at various stages through your Apprenticeship:

1. Introduction to bookkeeping

3. Principles of costing

2. Principles of bookkeeping controls

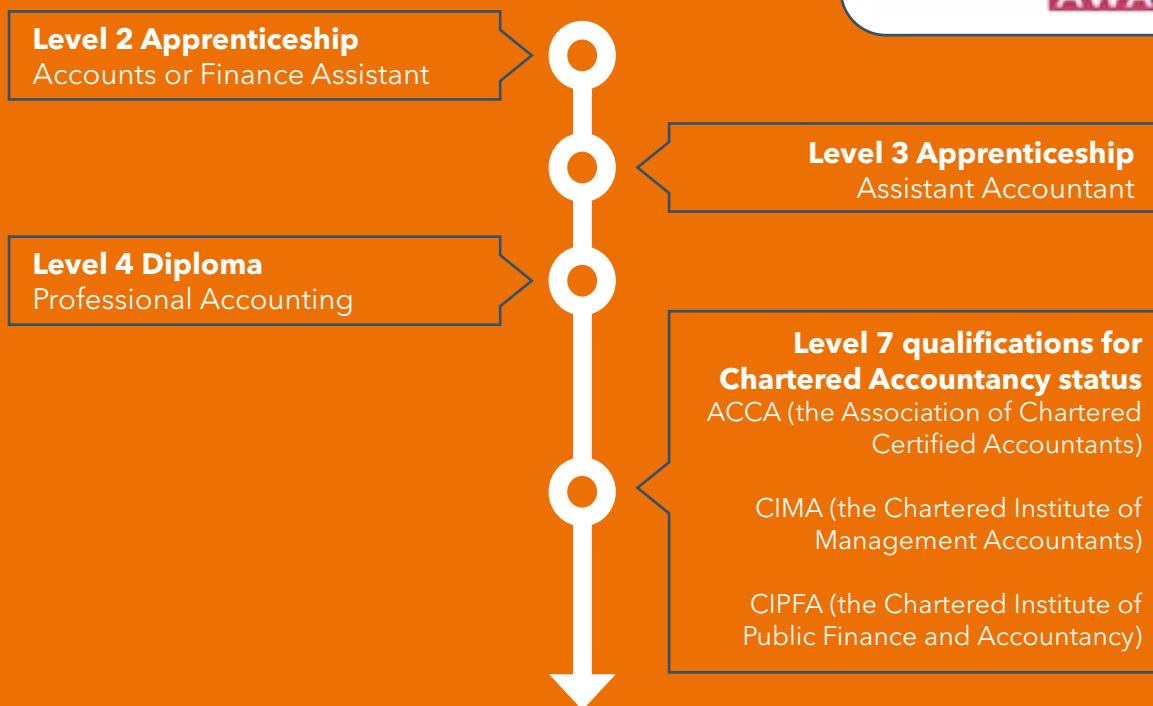
At the end of your Apprenticeship you'll go through an end-point assessment (EPA) and be graded a pass, merit or distinction based on a:

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

2. The business environment exam

## Your Apprenticeship career path

Below is an example career path showing how you can earn, learn and study up to Degree level with an Apprenticeship. Training 2000 are part of the University of Central Lancashire which makes it easier than ever to progress on to a Degree Apprenticeship or Degree.



**Accounting  
apprentice, Holly,  
won the Professional  
Services Apprentice of  
the Year award at the**

**LANCASHIRE  
APPRENTICESHIP  
AWARDS 2024**

The opportunities are endless when you complete an Accountancy Apprenticeship.  
There are no limits to what direction your career could take.

## Interested? Apprenticeships start throughout the year. Apply now!

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

01254 54659

[info@t2000.co.uk](mailto:info@t2000.co.uk)

Proud to be  
part of the



University of  
Lancashire