University of Lancashire
Training 2000

INFORMATION FOR STUDENTS

Apprenticeships

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: 13 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*.

aat Approved

How you'll be assessed?

You will sit exams at various stages through your Apprenticeship:

1. Introduction to bookkeeping
2. Principles of bookkeeping controls
3. Principles of costing

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:

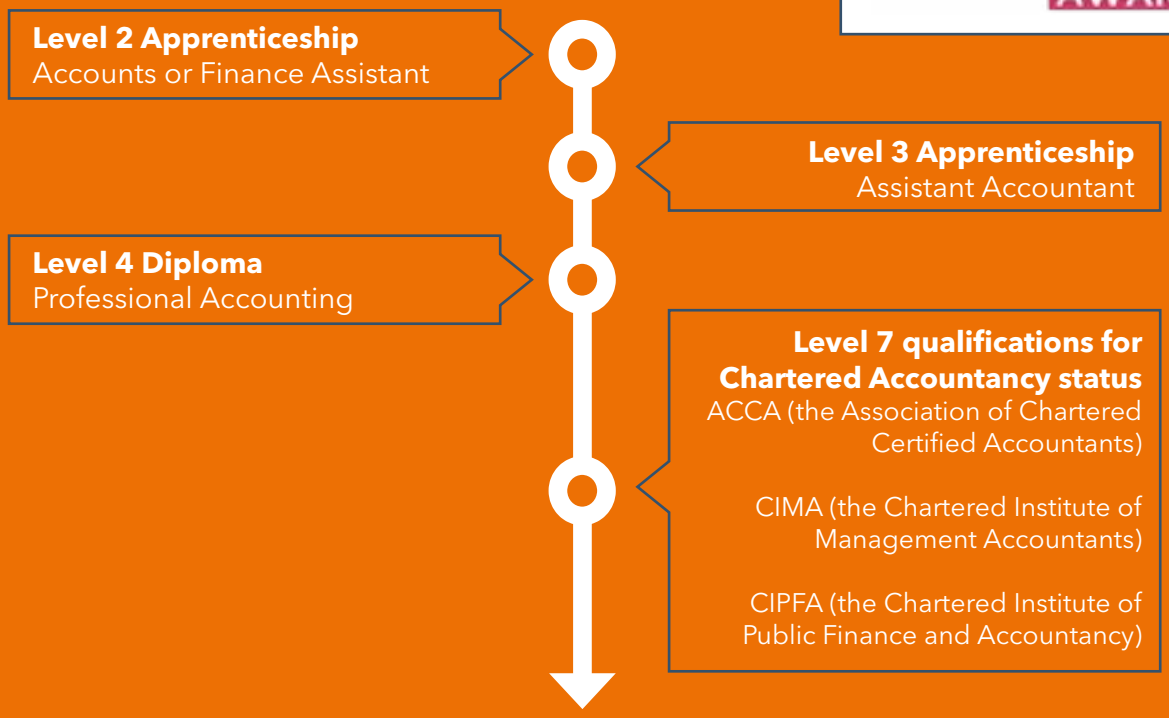
1. Structured interview (supported by a portfolio of evidence summary)
2. The business environment exam

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

LANCASHIRE APPRENTICESHIP AWARDS 2024

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.



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
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Proud to be part of the University of Lancashire

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