

Level 2

APPRENTICESHIP STANDARD

Accounts/Finance Assistant



For careers in Accounts and Finance:

- Accounts Administrator
 - Accounts Assistant
 - Accounts Clerk
 - Assistant Bookkeeper
 - Data Input Clerk
 - Finance Administrator
 - Junior Credit Control Clerk
 - Junior Finance Assistant
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Standard overview

An accounts/finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. They are 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/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.

An accounts/finance assistant can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, public sector, not-for-profit organisations and educational institutions. They may work in-house for an organisation or they might work for an accountancy firm, bookkeeping practice, shared service provider, self-employed or on behalf of several different clients.

This standard is suitable for school leavers or those wishing to progress in to accounts and finance.

Standards – the benefits

At Learning Unlimited, we provide high quality training and development solutions for organisations across the UK. The Level 2 apprenticeship standard offered by Learning Unlimited brings together a range of benefits. From start to finish, we work with your business to tailor our training to meet your needs. With an excellent track record in delivering training to a variety of organisations and businesses, we can find a solution to help you take your staff to the next level.

Entry requirements

- Employers will typically set their own entry requirements, however, it is mandatory that apprentices have achieved Level 1 Functional Skills in maths and English and have taken the exam for Level 2 prior to completing the apprenticeship.
- Apprentices will be required to take one of the professional qualifications listed below whilst on programme. This will be chosen by the employer to be most relevant to the job role:
 - AAT Foundation Certificate in Accounting (Level 2)
 - ACCA Certificate in Financial and Management Accounting (level 2)
 - IAB Level 2 Certificate in Bookkeeping
 - ICB Level 2 Certificate in Bookkeeping

Duration

- 15 months

Workplace behaviours development

- Supports colleagues and collaborates to achieve results.
- Builds working relationships within own team and other parts of the organisation.
- 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.

End Point Assessment (EPA)

- Structured interview (supported by a portfolio of evidence)
- In-tray test

Skills and knowledge development

- Aware of the impact of technology on business and its accounting and finance functions.
- 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.
- Aware of basic accountancy concepts and double entry bookkeeping.
- Understand the importance of the need to keep up-to-date with relevant policies, procedures, regulatory or system changes.

Qualifications or Industry Accreditation gained

On completion, the apprentice will be able to apply for the appropriate level of professional membership aligned with this apprenticeship, dependent on the qualification chosen. Professional body memberships that are relevant to the options for this apprenticeship are:

IAB – Associate level membership or ICB – Associate level membership.

Delivery plan and apprentice progression

Throughout the apprenticeship, the apprentice is supported by a work-based tutor and employer mentor to ensure that they are progressing at the right pace and developing the skills and knowledge expected.

Months 1-6

- Induction
- Underpinning knowledge, skills and behaviours
- Registration and delivery of the relevant professional qualification
- On programme learning
- Portfolio tasks

Months 7-12

- Development and practice of knowledge, skills and behaviours
- Delivery and completion of the relevant professional qualification
- Mock structured interview
- Mock in-tray test
- Portfolio review

Months 13-15

- Completion of Functional Skills where applicable
- Mock End Point Assessment
- Revision and reflection
- End Point Assessment

Off-the-job training

Every apprenticeship includes off-the-job training – equivalent to one day per week. This takes place during time normally spent at work but does not include the usual daily duties and responsibilities carried out as part of their normal role. It can consist of work and tasks ranging from projects, lectures and seminars to day release, blended learning and training to use specialist equipment.

It can form part of regular weekly sessions or be combined for larger blocks of time, depending on the approach that works best for the employer.

The delivery plan is for illustrative purposes only and may be subject to change.

Progression

Upon successful completion apprentices will be eligible for the following job roles or further studies:

- A Level 3 course or apprenticeship in a similar discipline
- Employment within an finance/accountancy position