

# Level 2 Finance / Accounts Assistant

## Apprenticeship overview

An accounts or finance assistant is responsible for assisting the accounting team with junior accounting duties. These can vary depending on the team structure and size of the business, but the role is integral for maintaining an efficient and accurate finance function within the business.

Accounts or finance assistants can work in almost any sector. Potential employers could include corporate businesses, sole traders, partnerships, public sector, not-for-profit organisations, and educational institutions.

The role could involve 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.



## Key programme facts

- **Qualification level:** Level 2
- **Total duration:** 15 Months
- **Practical period:** 13 Months
- **End point assessment:** 2 Months
- **Training Days:** 1 day per week
- **Awarding body:** AAT

## Entry requirements

- Maths & English GCSE at Grade 4 or an equivalent qualification
- An active interest in finance and accounting

## Potential job roles

- Accounts Clerk
- Cashier Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk
- Invoicing Processor
- Accounts Administrator
- Accounts Payable Clerk

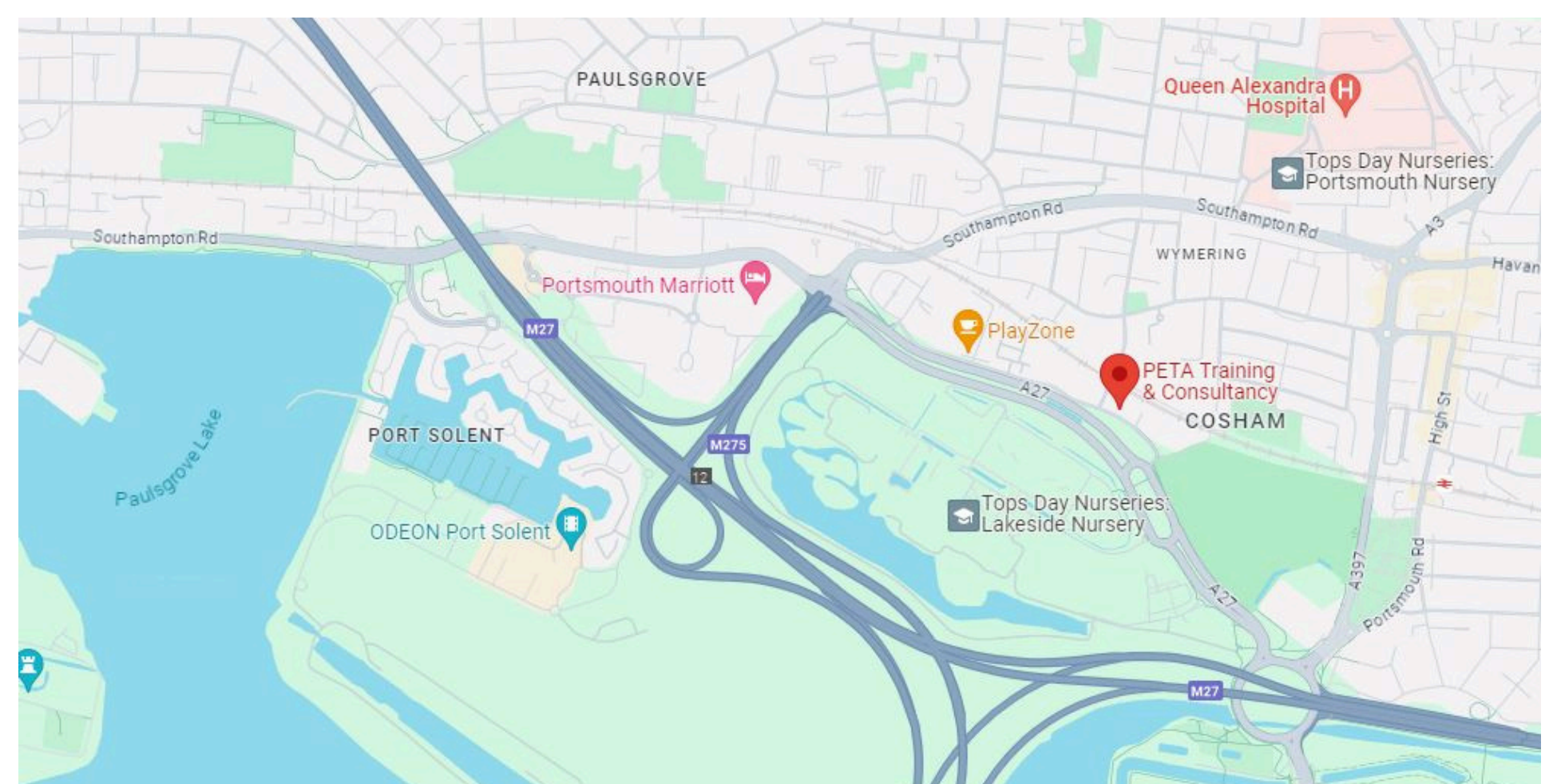
## Qualifications to achieve

- Level 2 Finance / Accounts Apprenticeship
- AAT Level 2 Certificate in Accounting

## Training location

### Transport links

- Cosham train station (15-minute walk)
- Cosham Interchange Bus Stop (15-minute walk)
- Free onsite parking



**PETA Training and Conference Centre**

Access Point, Northarbour Road, Cosham, PO6 3TE

# Level 2 Finance / Accounts Assistant

## How you will learn

As an accounts or finance apprentice, you will attend PETA's training centre one day per week.

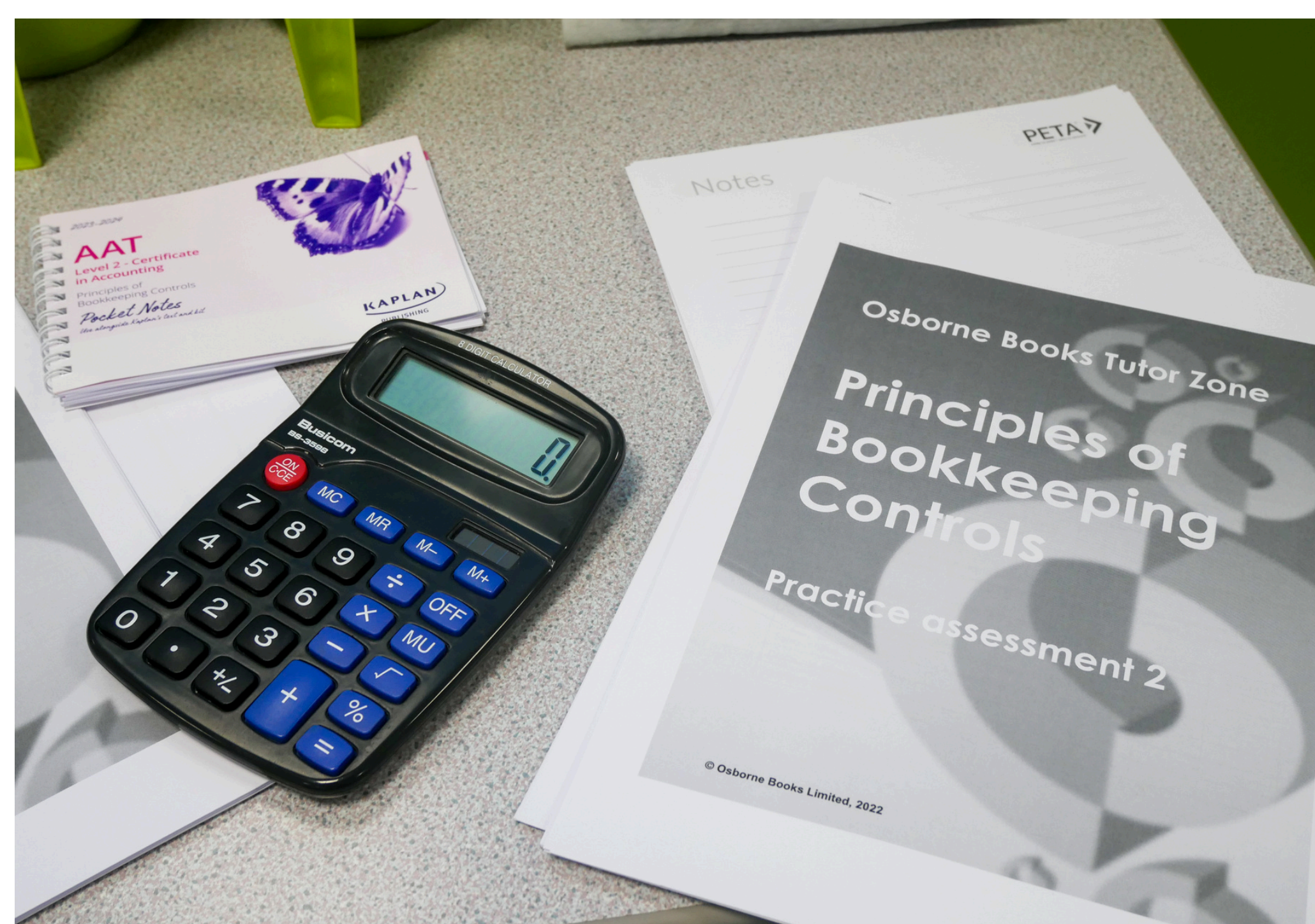
While at our training centre, you will cover a range of different units that will help to develop your knowledge and understanding of finance and accounting theory and give you the chance to meet other finance apprentices.

These units will include understanding your organisation, customer focus, personal development, principles of bookkeeping controls, professionalism, communication and principles of costing.

You will study for an AAT level two qualification as part of your apprenticeship. This will involve sitting multiple exams during the course of your apprenticeship.

Throughout your apprenticeship, you will be supported by a learning and development coach who will visit you every 6-8 weeks in your workplace. They will work closely with you and your employer to set learning objectives, undertake practical observations and provide you with feedback on your apprenticeship progress.

Alongside the training delivered by PETA, your employer will be providing you with a rigorous training schedule to support you in the workplace.



## How you will be assessed

Throughout your apprenticeship you will be working towards your end point assessment (EPA). Your end point assessment will then be conducted by an external examining body and will be made up of three key elements:

Evidence portfolio collated throughout programme

Professional interview based on your evidence portfolio

Intray test on accounting systems and processes

These three key elements have been designed to enable you to demonstrate the key knowledge, skills and behaviours you have developed during your training. The possible outcomes of your EPA are Pass or Distinction.

## Progression routes

The accounts / finance apprenticeship may be a gateway to further career opportunities. It provides the perfect stepping stone to progress on to the Level 3 Assistant Accountant apprenticeship programme.

# Level 2 Finance / Accounts Assistant

Apprenticeships are all about developing new Knowledge, Skills and Behaviours (KSB). These KSBs form the foundation of the core competencies and attributes you need in order to be successful as a Finance / Accounts Assistant.

These KSBs are the basis for your end point assessment.

## Knowledge

### K1: 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.

### K2: 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.

### K3: 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.

### K4: 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.

### K5: 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

### S1: 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.

### S2: 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.

### S3: 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.

### S4: 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.

## Behaviours

### B1: 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.

### B2: 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.

### B3: 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.

### B4: 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.