

Accounts/Finance Assistant Intermediate Apprenticeship Standard

Ofsted Outstanding Provider

Course Level: Level 2

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

This Apprenticeship Standard provides a structured pathway for individuals aspiring to enter the world of finance and accounting. Through a combination of on-the-job training and academic study, apprentices develop essential skills in financial record-keeping, bookkeeping and basic accounting principles.

What's Covered:

The topics you will cover whilst training include: Accounting Systems & Processes; Basic Accounting; Understanding Your Organisation; General Business and Ethical Standards. As part of this apprenticeship you will complete the AAT (Association of Accounting Technicians) qualification at level 2

Typical job roles include:An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business and, 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. Accounts/Finance Assistants can work in almost any sector with potential employers including corporate businesses, sole traders, partnerships, Public Sector, not-for-profit organisations and educational institutions. Accounts/Finance Assistants may work in-house for an organisation or they might work for accountancy firm, bookkeeping practice, Shared Service provider, self-employed or on behalf of several different clients.

Entry Requirements:

Candidates need a minimum of four GCSEs, including maths & English (minimum grade 4/C).

Assessment Information:

Your progress is continually monitored throughout the course and you will sit exams throughout the year for your AAT qualification.

You will undertake an End Point Assessment once you have completed your on-programme learning. The assessments will consist of a structured interview (supported by a portfolio of evidence summary) and an in-tray test.

To start the End Point Assessment, Apprentices must hold a Level 1 English and maths qualification.

Fees and Financial Support:

While you are on an apprenticeship your employer pays you a salary and supports you whilst you undertake your training.

Progression:

If you successfully achieve all parts of the apprenticeship, your assessor will discuss with you and your employer the next steps to take. Dependent on your roles and responsibilities, this may be the next level of the subject you have been studying already or a different pathway.

What else do I need to know?

On an apprenticeship programme you usually will work for a minimum of 30 hours a week for the employer and then have one day a week at college or designated time in the workplace.
Some job roles will require a DBS before starting, you will be advised at interview stage if this is required.
Whilst you are on an apprenticeship your employer pays you a salary, this includes all off the job training as well.

How do I find out more?

T: 01782 254287 (Newcastle office)

T: 01785 275660 (Stafford office)

E: apprenticeships@nscg.ac.uk