

Professional Accounting Technician Higher Apprenticeship Standard

Ofsted Outstanding Provider

Course Level: Level 4

Campus: Newcastle

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

This higher apprenticeship focuses on developing accounting skills in professional practice. Apprentices learn about financial reporting, taxation and audit procedures, preparing them for roles as accountants in accountancy firms or finance departments.

What's Covered:

Individuals in the role of a Professional Accounting/Tax Technician will have responsibility for creating, and / or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

The topics you will cover whilst training include:

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Accounting Systems and Controls
- Plus optional units from the following: Business tax, Personal tax, External auditing, Cash and Treasury Management and Credit Management

Accountancy Apprentices who come to NSCG Newcastle College will study the professional accountancy qualification AAT Level 4.

Entry Requirements:

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

In addition, learners starting at level 4 will have a suitable Level 3 accounting qualification or experience.

Assessment Information:

We have included the AAT level 4 qualification as part of this apprenticeship which will require you to attend weekly college classes and pass end of unit exams.

To achieve your apprenticeship you will also need to achieve a minimum of a pass in the end point assessment.

The End Point Assessment includes:

- Synoptic end test
- Reflective discussion
- Portfolio of evidence

To start the End Point Assessment, Apprentices must hold a Level 2 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:

Examples of roles as a Professional Accounting/Tax Technician include, but are not limited to, Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Commercial Analyst, Payroll Manager, Senior Bookkeeper, Senior Financial Officer, Tax Investigations Officer, Personal Tax Assistant and Business Tax Assistant.

If you successfully achieve all parts of the apprenticeship, your assessor will discuss your 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.

How do I find out more?

T: 01782 254287 (Newcastle office) / T: 01785 275660 (Stafford office)

E: apprenticeships@nscg.ac.uk