

For **new** or **existing** staff

Professional Accounting/Taxation Technician Apprenticeship Level 4

Delivered by Gloucestershire College

This apprenticeship standard is designed to train existing accountants to technician level (QCF Level 4), who are working for accountancy firms or within finance departments of other types of organisations. The qualification can lead to a specialist role in accounting, and learners can also progress onto a higher education course in a subject related to accounting, banking, insurance or other financial services. Accounting is a flexible skill that can be applied to businesses across all industry sectors and is equally useful for those who want to be self-employed or run their own accountancy business.

Delivery model and duration:

Workplace and college delivery

Duration: Typically 18 - 24 months with a minimum of 12 months

Ideal for:

- Accounts Manager
- Accounting Technician
- Assistant Financial/Management Accountant
- Accounts Payable & Expenses Supervisor
- Personal/Business Tax Assistant

The apprenticeship will cover the following core areas:

- Technical knowledge –
Option 1: Accounting
Option 2: Tax
- Ethical Standards
- Regulation & Compliance
- Systems & Processes

Benefits to business

- Excellent opportunity to up-skill existing staff and manage succession planning
- Focused, high-performing teams
- Increased profitability
- Increase staff retention and experience

Qualification:

AAT Level 4 Professional Diploma in Accounting

» **Completers may want to progress to** Professional Accountant/Tax Apprenticeship or Chartered Accountancy/Taxation qualifications provided by the relevant Professional Bodies.

Entry Criteria:

- 4 GCSEs grades A-C or 9-4 including English and maths and completion of AAT Level 3 Advanced Diploma in Accounting

Benefits for learners

- Proven practical, technical and professional skills in the workplace
- Become a highly sought-after employee
- Receive credits towards relevant undergraduate degree programmes



Why work with Gloucestershire College

We will work in partnership with you to help you achieve your business objectives by providing exceptional apprenticeship programmes, a comprehensive range of staff training and skills development courses and access to an unrivalled resource of motivated and work ready employees.

☎ 01452 563400

✉ business.hub@gloscol.ac.uk

🌐 www.gloscol.ac.uk/apprenticeships



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End Point Assessment

Available 12 months from apprenticeship start date. Consists of both:

- Professional Synoptic Assessment
- Portfolio & Role Simulation

Components

- AAT Level 4 Professional Diploma in Accounting
- End Point Assessment

Unit	Overview
Financial Statements of Ltd Companies	Drafting, analysis and interpretation of financial statements of limited companies, identifying and recording transactions in accounts and ledgers, drafting the financial statements of unincorporated organisations from the accounts and records prepared.
Management Accounting: Budgeting	Budgeting for planning, coordinating and authorising the activities of an organisation and for controlling costs. The unit provides skills and knowledge to improve the performance of an organisation by setting targets, constructing achievable plans and monitoring results.
Management Accounting: Decision & Control	Prepare a basic budget and/or standard cost budget; create budgetary reports, control reports and standard costing control reports; prepare key performance indicators and workings to aid management decision making.
Accounting Systems & Control	Understanding of the role of the accounting function in an organisation and the importance of internal controls in minimising the risk of loss.
Optional Unit 1	Either Personal Tax or Credit Management.
Optional Unit 2	Either Business Tax or Cash & Treasury Management.

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