



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

# Finance/ Accounts Assistant Level 2 (AAT)

Delivered by Gloucestershire College

This apprenticeship standard is designed for junior and entry level accounting roles, providing a solid foundation in finance administration. It includes the AAT's Foundation Certificate in Accounting, which helps develop the skills to work in an accounts department, helping a business or organisation to keep financial records and prepare accounts. It covers areas such as double entry bookkeeping and basic costing principles.

## Delivery model and duration:

College delivery half a day per week, or a blended approach, with half a day in College one week and half a day online the following week

**Duration:** 15 months

## Ideal for:

- Purchase/Sales Ledger Clerks
- Credit Control Clerks
- Accounts Assistants
- Finance Assistants

## The apprenticeship will cover the following core areas:

- Balance accounts
- Processing payments and receipts through the ledgers
- Preparing invoices
- Bank reconciliations
- Double Entry Bookkeeping
- Basic Costing
- Business communications
- Handling petty cash

## Benefits to business:

- Develop the talent your business needs
- Increase staff productivity
- Start succession planning for the future
- Increase staff retention

## Qualification:

**AAT Level 2 Foundation Certificate in Accounting**

» **Completers may want to progress to** Assistant Accountant Apprenticeship Standard L3

## Entry Criteria:

- GCSE in English and Maths A\*-C (9-4)

## Benefits for learners:

- Learn a wide range of accountancy skills
- Improve your career choices
- Become an integral part of your organisation
- Gain a professionally recognised qualification



## 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](mailto:business.hub@gloscol.ac.uk)

 [www.gloscol.ac.uk/apprenticeships](http://www.gloscol.ac.uk/apprenticeships)



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## End Point Assessment

The End Point Assessment will test the entire Standard, and be undertaken as follows:

- Summative portfolio of evidence
- In-tray test
- Structured interview

## Components

- Functional Skills Maths and English at Level 2

Unit	Overview
Bookkeeping Transactions	Provides the skills necessary to understand financial transactions within a bookkeeping system, process customer transactions, process supplier transactions, process receipts & payments and process transactions through the ledgers to trial balance.
Bookkeeping Controls	Provides the skills necessary to understand payment methods, understand controls in bookkeeping system, use control accounts, use the journal and reconcile a bank statement with the cash book.
Elements of Costing	Provides a basic introduction to the cost recording system within an organisation, using cost recording techniques and providing information on actual and budgeted costs and income.
Using Accounting Software	Provides the knowledge and skills to set up accounting software, process sales and purchases transactions, process bank and cash transactions, perform period end routine tasks and produce reports.
Work Effectively in Finance	Develops professional skills and behaviours, to understand the finance function within an organisation, use personal skills development in finance, produce work effectively and understand corporate social responsibility within organisations.

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