

# PROFESSIONAL ACCOUNTING TECHNICIAN APPRENTICESHIP LEVEL 4



For new or existing staff

The broad purpose of the Professional accounting technician is to prepare, co-ordinate and implement accounting tasks that support the creation of financial statements.

Professional accounting technicians apply their technical knowledge and skills to specific tasks within an accounting team. Tasks may include supervising assistant accountants and others to deliver processes. They may also assist senior accountants, management and other stakeholders by providing timely financial data and reports. They ensure compliance with internal controls. This may include tasks that involve interactions with His Majesty's Revenue and Customs (HMRC), applying legislation and complying with regulations, ethical and professional codes.

In their daily work, an employee in this occupation interacts with a wide range of internal and external stakeholders. This could include junior colleagues, senior managers, clients and customers, suppliers, lenders, government agencies and auditors. They take a risk-based view of transactions and data to identify key risks and help to mitigate those risks. A typical day could include being in an office overseeing data entry, control account reconciliations and monthly, quarterly, yearly reporting. They may be involved in researching and resolving accounting problems. It is essential that people in this occupation are comfortable using digital tools and keeping up to date with changes in the occupation.

A Professional accounting technician will work alone as well as in, or supervising, a team. An employee in this occupation will be responsible for quality assuring financial statements. They provide key reliable accounting data on a day-to-day basis.

#### Delivery model and duration:

Workplace and college delivery

**Duration: 15 months plus up to 3 months for End point assessment**

#### Ideal for:

- Accountant
- Assistant auditor
- Finance advisor
- Junior analyst
- Assistant management accountant
- Assistant financial accountant

#### The apprenticeship will cover the following

##### core areas:

- Ethical and professional working practices
- The wider professional landscape
- Digital and data
- Adaptability and flexibility
- Influence and value creation
- Continuous improvement

#### 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:

- GCSEs in English and maths grade 9 - 4 or A\* - C 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

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## Components

English and Mathematics qualifications completed in line with the apprenticeship funding rules.

## End Point Assessment

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

- 60 minute Professional discussion
- Role scenario assessment

## Occupational Duties

Prepare and maintain timely and accurate financial reporting e.g. audit documentation or control account reconciliation often to tight deadlines.

Co-ordinate accounting and finance input from colleagues and peers.

Apply professional scepticism to identify and evaluate what information is missing or incomplete and takes steps to obtain it.

Help to identify key accounting risks and assist in implementing design strategies to mitigate them.

Communicate and present accurate and timely data to stakeholders, on an ad hoc and regular basis, using appropriate channel to meet deadlines.

Use financial digital and technology systems and processes to support the delivery of accurate and timely financial and accounting information.

Deliver accounting activities taking account of confidentiality, reputational risks and data security.

Undertake Continuous Professional Development by keeping up to date with relevant statutory obligations and procedural best practice.

Collaborate with people both internally and, or, externally at appropriate levels with a view to deliver a service that meets customer's needs with a commitment to professional and ethical standards, e.g. professional code of conduct and duty of confidentiality as appropriate.

Consult stakeholders to inform important business decisions and make recommendations to key stakeholders.

Undertake monthly and year end reporting of financial and accounts information. This will include the timely collation of data from a range of sources, including both predictable routine finance and accounting data requirements and unexpected requirements.

Complete and maintain financial and accounting records including the timely collation of routine and specialised data from a range of sources e.g. different functions within one organisation, or a range of external clients if operating in practice.