

FINANCE/ACCOUNTS ASSISTANT APPRENTICESHIP LEVEL 2 (AAT)

**EMPLOYER TRAINING
& APPRENTICESHIPS**



For new or existing staff

Qualification

**AAT Level 2 Certificate in
Accounting**

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

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: 12 months plus 3 months for End Point Assessment

Ideal for:

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

Entry Criteria:

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

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

0345 155 2020

employer.training@gloscol.ac.uk  **gloscol.ac.uk/apprenticeships**

GC
Gloucestershire College

FINANCE/ ACCOUNTS ASSISTANT APPRENTICESHIP LEVEL 2 (AAT)

End Point Assessment

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

- Structured 60 minute interview
- Integrated knowledge test

Components

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

Occupational Duties

Be aware of the organisation's needs and activities and their impact for accounting and finance

Identify, collate and process financial and accounting data from primary sources such as business records.

Examine financial and accounting data to identify issues with quality and reliability as instructed and in accordance with guidance.

Rectify errors in financial and accounting data, escalating problems beyond their remit as appropriate.

Reconcile transactional data to minimise the chance of errors in financial and accounting outputs such as sales and purchase invoices, sale and purchase orders, bank statements and payroll.

Plan and review workloads with supervisor to ensure best use of time to complete allocated tasks efficiently.

Communicate with internal and external stakeholders using appropriate methods and professional language. Examples may include letters, phone, face to face, email video call, online chat functions etc.

Use financial and accounting software packages to input and manage data safely and securely in line with organisational instructions.

Provide support to team members to help ensure that financial and accounting activities are carried out within expected timescales and quality expectations.

Keep up to date with developments to enhance relevant skills and take responsibility for own professional development