

Level 2

Accounts/Finance

Assistant Standard

Qualification aims/objectives/suitability

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, Public Sector, not-for-profit organisations and educational institutions. Accounts/Finance Assistants may work in-house for an organisation or they might work for accountancy firm, bookkeeping practice, Shared Service provider, self-employed or on behalf of several different clients.

Functional Skills

Apprentices without English or Maths at Level 1 must achieve this prior to taking the end point assessment and must attempt the test at Level 2.

Course Content includes:

General Business, Understanding your organisation, Accounting Systems, Basic Accounting and Ethical Standards

Qualification

Level 2 – Accounts/Finance Assistant Standard

Qualifications

Apprentices will be required to take one of the professional qualifications listed below, as chosen by the employer to be most relevant to the job role:

- AAT Foundation Certificate in Accounting (Level 2)
- ACCA Certificate in Financial and Management Accounting (Level 2)
- IAB Level 2 Certificate in Bookkeeping
- ICB Level 2 Certificate in Bookkeeping

Duration

Typically 12 – 14 months

Venue

The course will be delivered in a classroom environment (8 – 10 people) If functional skills are required this may be delivered in the workplace or with the training provider.