



## Level 2 Accounts / Finance Assistant

This apprenticeship is for individuals who are new to Accountancy or Finance and would like to start their career in this sector.

**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
- Data entry

### Duration

Typical duration to gateway - 12 months (this does not include EPA period).

## Benefits for Learners

1. Build professionalism and confidence in a working environment
2. Ability to manage their own performance
3. Gain knowledge on Accountancy theories within the context of their work setting

## Benefit to the Business

1. Productive team members
2. AAT qualified staff
3. Responsible and adaptable team members

## Delivery

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at a local ACL centre. The apprentice will have a dedicated tutor who they will meet (online or face to face) once a month who will guide them through their apprenticeship and prepare them for their End Point Assessment. Reviews of progress are carried out every 12 weeks with the learner, their line manager and the tutor.

Additional workshops and seminars will be available to all learners to support additional learning and the off job learning requirement.

## Commitment

6 hours a week (based on a 30 hour week) of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor.

Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner & employer to ensure successful completion.

## End Point Assessment (EPA)

End Point Assessment (EPA) takes place at the end of the apprenticeship programme and is a

comprehensive holistic assessment of the skills, knowledge and behaviours required as laid out in the apprenticeship standard.

The Level 2 Account / Finance Assistants EPA is made up of:

**Structured interview** - The interview is for a minimum of one hour. The apprentice will be asked a minimum of 10 questions, focusing on their knowledge skills and behaviours. The Portfolio of Learning provides a structure for these questions.

**In-tray test** - The test provides for an in-tray exercise based on a fictitious organisation's scenario, which replicates the typical work an Accounts / Finance Assistant will have to manage in a workplace.

By its very nature, the Accounts / Finance Assistant occupation demands accurate and detailed written work, including calculations, and so this assessment method is an appropriate and manageable way of testing occupational competency against the knowledge and skills.

## Entry Requirements

Applicants must:

- Be new to Accountancy / Finance
- Achieve the required level of Maths and English as part of the apprenticeship if a recognised qualification is not already held
- Be employed and have the support of their employer to undertake the programme

## Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes Maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

Employers will:

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member

## Contact

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