

# Accounts or Finance Assistant

Level

2

Duration

Typically 12 months

**Levy Cost** £7,000

**Non-Levy Cost**  
Fully funded or 5% (£350)

## How can a Accounts or Finance Assistant apprentice benefit my business?

An Accounts or Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The accounts or finance assistant is responsible for assisting the team of accountants with junior accounting duties.

## Who is the Accounts or Finance Assistant apprenticeship for?

An Accounts or 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 or Finance Assistants can work in almost any sector.

## Additional 'Mandatory' Qualification

### AAT Level 2 Certificate in Accounting

As part of the Accounts or Finance Assistant apprenticeship your apprentice will also complete the Level 2 Certificate in Accounting. This qualification delivers a solid foundation in finance administration – covering areas such as double-entry bookkeeping to basic costing principles and using accounting software.

## What will it cost the business to take on an apprentice?

**Levy-paying employers** in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

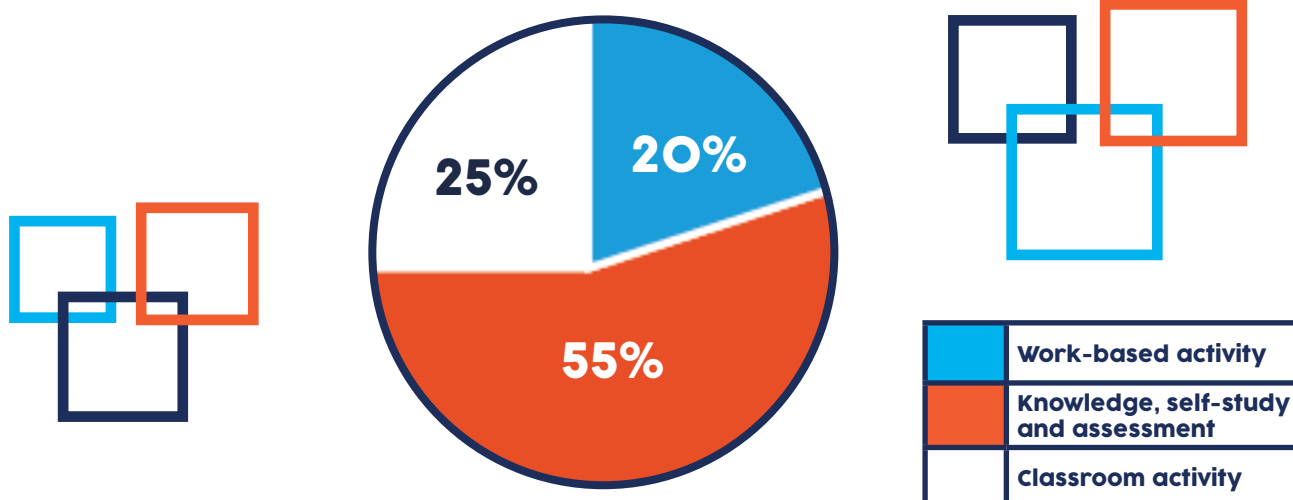
**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

\*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

## Classroom Delivery

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college fortnightly on a Tuesday between 09:00 - 16:00 and will study online materials during allotted time at work on a weekly basis.

## How is the '20% off-the-job' training delivered?



## Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

## End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Accounts or Finance Assistant apprenticeship consists of:

- An online multiple choice knowledge assessment
- A professional discussion supported by a portfolio of evidence

## The Learner Journey

<b>Month 1</b>	<b>Sign-up and induction</b>	<b>Skills scan · Developmental activities (including extended writing guidance) · Induction · Training plan</b>
<b>Months 2-10</b>	<b>On programme</b>	<b>Mindful education VLE completion · Classroom session · Qualification preparation and exams</b>
<b>Months 10-13</b>	<b>Gateway &amp; EPA</b>	<b>Portfolio building · Tutorials · Synoptic preparation · Portfolio submission · Knowledge Test</b>

## Progression

On successful completion candidates may progress onto:

- Assistant Accountant Level 3 apprenticeship