

A DAY IN THE LIFE OF AN ACCOUNTING APPRENTICE



20% off the job training requirement

Apprentices are required to spend 20% of their time dedicated to learning. First Intuition provide the technical courses to enable students to develop their knowledge, skills & behaviours and these contribute towards the 20% requirement. However, apprentices will undertake a lot of learning via undertaking tasks at work.

A day in the life of Jenny....

Jenny is a Level 4 Professional Accounting Technician apprentice and works as a purchase ledger clerk in a manufacturing company, Products Limited.

There is no learning here.
This is part of Jenny's day to day job.

08:30

Jenny arrives at work ready to start at 8.30am. Her first task is to open the day's post and sort through the invoices, credit notes and supplier statements she has received. She goes through all the supplier invoices she's received and codes them to the appropriate cost centres and nominal codes ready for inputting to the accounting system. This was a big part of her role when she was a Level 3 apprentice and she is very comfortable with this process. She posts all the purchase invoices to the system.

10:00

At 10am Jenny then starts to check through the supplier statements she's received and reconciles them to the system. She comes across one which doesn't reconcile and upon further inspection she notices that the supplier has included a payment twice. She hasn't come across this before and discusses it with her manager. The manager suggests that Jenny calls the supplier to discuss this and how it should be sorted. Jenny hasn't phoned suppliers before as this is usually undertaken by her manager so she discusses with her mentor how she should approach the phone call. Jenny then makes the phone call and sorts out the problem on the accounting system.

This develops Jenny's knowledge of data analysis, financial accounting and skills for communication.

1 HR

12:00

Jenny has recently been attending a credit control course at First Intuition and has heard about a different way that the Products Limited could be credit-checking their potential customers. although this isn't part of her day to day job she researches this new piece of software online and gets a quote together for using it. She emails this to her manager for her consideration.

30 MIN

This develops Jenny's knowledge of credit control and works on her skills for proactivity and adding value.

12:30—13:30 LUNCH

13:30

Jenny has her regular monthly meeting with her manager to discuss her progress and what's coming up over the next month. They discuss a new task that Jenny will be working on – the fixed asset register. She has dealt with inputting the cost of fixed assets before but has not deal with any journals relating to this. Jenny's manager explains Products Limited's processes for fixed assets and lets her know that she will be leading and working with a Level 3 apprentice on this task for the first time.

Jenny is learning about her company's systems and processes and is developing her knowledge on financial reporting.

30 MIN

14:30

Jenny starts the new fixed assets task. She is very comfortable with how to set up a spreadsheet so helps set up the Level 3 apprentice on this task and demonstrates to that apprentices how they should be working. Jenny then reviews the work that the Level 3 apprentice undertook and feeds back to the apprentice in areas where they have gone wrong. Once this is done, Jenny is given 20 minutes by her manager to write up and reflect on this task and how she could improve next time.

45 MIN

Jenny is working on her reflection and leadership skills and her financial reporting knowledge.

16:30PM JENNY FINISHES WORK

Total 20% OJT
2hrs 45 mins