

# PROFESSIONAL ACCOUNTING TAXATION TECHNICIAN LEVEL 4



## The Programme

Each apprenticeship standard has its own criteria for the knowledge, skills and behaviours that will be developed over the apprenticeship programme.

### Knowledge

- ✓ Technical Knowledge:
- ✓ Tax or Accounting
- ✓ Business Awareness
- ✓ Ethical Standards
- ✓ Systems & Processes
- ✓ Regulations & Compliance

### Skills

- ✓ Analysis
- ✓ Communication
- ✓ Leadership
- ✓ Teamwork & Collaboration
- ✓ Use Systems & Processes
- ✓ Planning & Prioritisation
- ✓ Produce Quality & Accurate Information

### Behaviours

- ✓ Adaptability
- ✓ Adding Value
- ✓ Ethics & Integrity
- ✓ Proactivity
- ✓ Professional Scepticism

## Qualification

The entry requirements will be set by the employer and therefore may vary. You will typically need five GCSEs grade 4-9 (old system A\*-C).

You may be required to take functional skills Maths and English at level 2, if you do not already hold the equivalent qualification GCSE grade 4-9 (old system A\*-C). This will be done prior to the assessment of the apprenticeship.

## Job Role

The roles associated with this apprenticeship can be varied but are likely to include:

- Assistant auditor
- Assistant management accountant/ financial accountant
- Accounts payable and expenses supervisor
- Commercial analyst
- Business tax assistant

## Progression

The Level 7 Professional Accountant Apprenticeship offers the opportunity to become a qualified accountant via an apprenticeship programme.



## End Point Assessment

The end-point assessment is the final showcase of competency for the apprentice across all the knowledge, skills and behaviours defined in the apprenticeship standards.

### Synoptic Assessment

A role simulation synoptic exam questions.

The end-point assessment will be graded with apprentices able to achieve either a pass or distinction.

### Portfolio and Reflective Account

A final showcase portfolio to evidence development with a reflective statement completed as a written piece of work or a professional discussion with the assessment organisation.



## Delivery

First Intuition is committed to dedicated support, added value and clear progression. Our apprenticeship delivery offers:

- ✓ Options of classroom or Online Live classes for knowledge courses
- ✓ Classroom and Online Live skills and development days
- ✓ Online learning environment to support learning throughout the apprenticeship



## Duration

The duration of the Level 4 Professional Accounting Taxation Technician Apprenticeship will typically be 18 - 24 months.

The minimum duration on programme before an apprentice can take the end-point assessment is 12 months.