

# 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.

### 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. Knowledge is delivered via AAT L4, CIMA Certificate in Business Accounting or ICAEW CFAB. 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 15 - 18 months.

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