

# ACCOUNTS ASSISTANT LEVEL 2



## The Programme

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

### Knowledge

- ✓ Principles of English Law
- ✓ Ethics & Codes of Conduct
- ✓ Legal Entity & Organisation Structures
- ✓ Digital Financial & Accounting Packages
- ✓ Role Within An Organisation
- ✓ Principles of Financial Records
- ✓ Fundamentals of the Commercial Landscape
- ✓ Principles of Bookkeeping & Controls
- ✓ Principles of Cost Recording
- ✓ Differences Between Financial & Management Accounting
- ✓ Principles of Corporate, Social Responsibility
- ✓ Principles of Cyber-Security, Data Handling & Data Security
- ✓ Approaches to Diversity & Inclusion
- ✓ Sustainability & Environmental Good Practice

### Skills

- ✓ Record Transactional Data
- ✓ Identify Transactional Issues
- ✓ Recognise & Rectify Errors
- ✓ Plan & Review Accounting & Finance Tasks
- ✓ Communicate with Stakeholders
- ✓ Use Finance & Accounting Software Packages
- ✓ Handle Data & Digital Technology

### Behaviours

- ✓ Teamworking & Collaboration
- ✓ Flexible to Changing Environments
- ✓ Self-Motivated to Seek Feedback & Development
- ✓ Vigilant in Approach to Accounting & Finance Tasks
- ✓ Meet Requirements of Ethics & Codes of Conduct
- ✓ Focused on Service & Stakeholder Expectations
- ✓ Committed to Personal Wellbeing
- ✓ Takes Responsibility for Sustainability & Environmental Good Practice

### Duties include:

- ✓ Be aware of the organisation's needs, activities and their impact for accounting.
- ✓ Identify, collate and process financial and accounting data.
- ✓ Rectify errors in financial and accounting data, escalating problems beyond their remit as appropriate.
- ✓ Reconcile transactional data to minimise the chance of errors in financial and accounting outputs.
- ✓ Plan and review workloads with supervisor to ensure best use of time.
- ✓ Examine financial and accounting data to identify issues.
- ✓ Communicate with internal and external stakeholders using appropriate methods and professional language.
- ✓ Use financial and accounting software packages to input and manage data safely and securely.
- ✓ Keep up to date with developments to enhance skills and take responsibility for professional development.
- ✓ Provide support to team members to help ensure that accounting activities are carried out within expected timescales.

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## 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.

### 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:

- Accounts Payable Clerk / Accounts Receivable Clerk
- Accounts Administrator
- Accounts Assistant
- Business Accounts Administrator
- Finance Assistant Junior
- Assistant Bookkeeper
- Junior Cashier
- Junior Credit Control clerk

### Progression

The level 3 Assistant Accountant/ Apprenticeship is available and can be completed with several different qualifications attached.

### Synoptic Assessment

A role simulation  
In Tray test

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

### Portfolio and Structured Interview

A final showcase portfolio to evidence development with a reflective structured interview completed with an independent assessor.



## 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 2 Accounting Assistant Apprenticeship will typically be 13- 15 months in total.

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