

# PROFESSIONAL ACCOUNTING 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 Accounting Knowledge
- ☒ Management Accounting
- ☒ Business Awareness
- ☒ Ethical Standards
- ☒ Systems & Processes
- ☒ Regulations & Compliance
- ☒ EDI, Cyber Security & Sustainability

### Skills

- ☒ Analysis
- ☒ Communication
- ☒ Team-working
- ☒ Leadership & Professional Scepticism
- ☒ Use Systems & Processes
- ☒ Planning & Prioritisation
- ☒ Produce Quality & Accurate Information

### Behaviours

- ☒ Adaptability
- ☒ Adding Value
- ☒ Business Engagement
- ☒ Professional
- ☒ Ethics & Integrity
- ☒ Pro-activity
- ☒ Committed to Personal Development & Wellbeing

## Eligibility

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/or English at level 2, if you do not hold at least the equivalent qualification GCSE grade 4 or C and are under 19 years old.

## Job Role

The roles associated with this apprenticeship can be varied but must cover the occupational duties within the standard:

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

## 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.

### Professional Discussion

A professional discussion with two independent assessors from the assessment organisation, to demonstrate and evidence the knowledge, skills and behaviours.



## 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 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.