

ACCOUNTS/FINANCE ASSISTANT

Level 2

🕒 15 Months

As an Accounts or Finance Assistant you will need to maintain an efficient and accurate finance function within the business. This course is designed to support individuals with an accounts or finance function within their role to understand effective practice and procedures for processing and monitoring financial transactions.



PROGRAMME OF STUDY

AAT Level 2 Certificate in Accounting

- Introduction to bookkeeping
- Principles of bookkeeping controls
- Principles of costing

Accounts or Finance Assistant Level 2 Standard

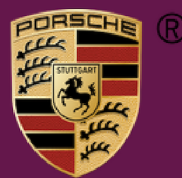
Off the job training

- Level 1 or 2 Functional Skills Maths – If required
- Level 1 or 2 Functional Skills English – If required
- End Point Assessment Interview
- End Point Assessment Knowledge Test – The Business Environment

FUTURE OPPORTUNITIES

- Accounts Assistant
- Finance Assistant
- Business Accounts Administrator
- Finance Assistant Junior
- Data Input Clerk

OUR PARTNERS



PORSCHE



KNOWLEDGE

- General Business & basic accounting
- Understanding the Organisation
- Accounting Systems & Processes
- Ethical and Sustainability Standards

SKILLS

- Attention to Detail
- Using Systems and Processes
- Communication skills
- Effective teamwork

BEHAVIOURS

- Personal development
- Teamwork and collaboration
- Professionalism and personal effectiveness
- Personal wellbeing



RESULTS

100%

EPA Pass rate with 60% of learners achieving a Distinction

EXCELLENT

reviews from employers and learners on 'Find an Apprenticeship'

97%

of our learners are satisfied with their overall learning experience





END POINT ASSESSMENT (EPA) REQUIREMENTS

KNOWLEDGE TEST – INTEGRATED

This is the first end point assessment activity to take place.

The apprentice answers questions in a controlled and invigilated environment. It gives the apprentice the opportunity to demonstrate the knowledge and skills mapped to this assessment method.

- This test is integrated from the AAT Level 2 Certificate in Accounting – The Business Environment
 - The Knowledge Test is graded against fail or pass criteria

INTERVIEW

In the interview, an independent Assessor asks the apprentice questions. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

- The structured interview will last 60 minutes
- It will take place in a controlled environment and be a 1:1 discussion between the independent assessor and apprentice
- The independent assessor asks a minimum of 10 questions from the EPAs question bank relevant to the KSBs being assessed
- The independent assessor may also ask additional follow-up questions for clarification purposes
- The interview is graded against fail, pass or distinction criteria

EPA GRADES: Pass
Distinction

