



# ACCOUNTS OR FINANCE ASSISTANT APPRENTICESHIP STANDARD LEVEL 2

Attract great talent, upskill your teams  
and plan for your future.

Suitable for both new and existing employees.



# PROGRAMME OVERVIEW

## DURATION

The duration of this apprenticeship is typically 16 months (depending on experience)

## STUDY MODE

- Online with 45 tutor led sessions between 9am-1pm.
- Blended learning with online and face-to-face sessions and support (at the employers premises)
- There is an End-Point-Assessment for this apprenticeship. This is when the learner will demonstrate they have learnt the required knowledge, skills and behaviours.

## QUALIFICATIONS TO BE AWARDED

- Level 2 Accounts or Finance Assistant Apprenticeship
- AAT Level 2 Certificate in Accounting
- Functional Skills English and maths (if required)

## PROGRESSION OPPORTUNITIES

On completion, the apprentice will be able to apply for the appropriate level of professional membership aligned with this apprenticeship, dependent on the qualification chosen. Professional body memberships that are relevant to the options for this apprenticeship are:

- IAB – Associate Level Membership
- ICB – Associate Level Membership

ON-PROGRAMME LEARNING		EPA	
<b>KNOWLEDGE &amp; SKILLS</b> <ul style="list-style-type: none"><li>• General business</li><li>• Understanding your organisation</li><li>• Accounting systems and processes</li><li>• Basic accounting</li><li>• Ethical standards</li><li>• Attention to detail</li><li>• Communication</li><li>• Uses systems and processes</li><li>• Personal effectiveness</li></ul>	<b>BEHAVIOURS</b> <ul style="list-style-type: none"><li>• Team work</li><li>• Professional development</li><li>• Professionalism</li><li>• Customer focus</li></ul>	<b>EPA GATEWAY</b>	<b>END-POINT-ASSESSMENT</b>
0-13 MONTHS		3 MONTHS	

# KNOWLEDGE OVERVIEW

AN ACCOUNTS OR FINANCE ASSISTANT WILL BE ABLE TO UNDERSTAND AND HAVE KNOWLEDGE OF:

## GENERAL BUSINESS

- Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering.
- Can explain the importance of upholding relevant codes of conduct.
- Can explain different legal entities and organisational structures.
- Aware of the impact of technology on business and its accounting and finance functions.

## UNDERSTANDING YOUR ORGANISATION

- Understand own role within the context of your organisation.
- Understand transactional processes of accounting and their use within a finance function.
- Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.

## ACCOUNTING SYSTEMS AND PROCESSES

- Understand how accounting systems and processes allows a business to keep track of all types of financial transactions.
- Know a range of routine accounts reports, reports and their use within the finance function.
- Understand the basics of internal control within own organisation.

## BASIC ACCOUNTING

- Aware of basic accountancy concepts and double entry bookkeeping.
- Understands bookkeeping controls.
- Understand the cost recording system within an organisation.
- Develop an understanding of the differences between Financial and Management Accounting.

## ETHICAL STANDARDS

- Understands corporate social responsibility (CSR), ethics and sustainability within organisations.
- Understands the importance of the need to keep up-to-date with relevant policies, procedures, regulatory or system changes.

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# SKILLS OVERVIEW

AN ACCOUNTS OR FINANCE ASSISTANT WILL BE ABLE TO DEMONSTRATE THE FOLLOWING SKILLS WITHIN THE CONTEXT OF THE ORGANISATION:

## ATTENTION TO DETAIL

- The ability to examine data to identify issues
- The ability to reconcile data to minimise the chance of errors.
- The ability to plan and review work.
- Recognise and rectifies errors.

## COMMUNICATION

- Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results.
- Avoids jargon and uses the correct technical terms where appropriate.
- Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.

## USES SYSTEMS AND PROCESSES

- Utilises relevant office/accounting software packages to input and manage data accurately.
- Ability to maintain the security of accounting information using passwords and other appropriate security measures.

## PERSONAL EFFECTIVENESS

- Ability to organise self, prioritise workload/activity to meet deadlines.
- Actively identifies team workload problems and offers to support peers where appropriate.
- Ability to understand issues beyond own remit.

# BEHAVIOURS OVERVIEW

AN ACCOUNTS OR FINANCE ASSISTANT WILL BE ABLE TO DEMONSTRATE THE FOLLOWING BEHAVIOURS:

## TEAM WORK

- Supports colleagues and collaborates to achieve results.
- Builds working relationships within own team and other parts of the organisation.
- Be aware of their impact on others.

## PERSONAL DEVELOPMENT

- Successfully implements changes that are required, as directed.
- Displays an ongoing commitment to learning and self-improvement.
- Seeks feedback and acts on it to improve their performance.

## PROFESSIONALISM

- Looks to behave professionally by adhering to the organisational code of conduct
- Has a 'right first time' approach.
- Shows integrity in their approach
- Demonstrates personal pride in the job through appropriate dress and positive and confident language.

## CUSTOMER FOCUS

- Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice.
- Delivers excellent service, identifying and meeting or exceeding customer expectations.



# EPA GATEWAY

## END-POINT-ASSESSMENT GATEWAY READINESS

The EPA should only start once the employer is satisfied that requirements for EPA gateway have been met and can be evidenced to an EPAO.

The employer must be satisfied that the apprentice is consistently working at or above the level set out in the occupational standard. Employers are encouraged to take advice from their apprentice's training provider(s); however, the decision will be the employers alone.

Once the employer is satisfied that the apprentice has demonstrated full competence and that all criteria of the standard has been met, the apprentice can progress through the gateway to the EPA, as long as all the other gateway requirements have been met.

### **English and mathematics**

Achieve English and maths qualifications in line with the apprenticeship funding rules (if required).

### **Mandatory qualification**

The gateway requires competence to be demonstrated via achievement of one of the Level 2 AAT Diploma.

The EPA must be completed over a maximum period of six months, after the apprentice has met the EPA gateway requirements.



# END-POINT-ASSESSMENT

## END-POINT-ASSESSMENT METHODS

The end-point-assessment consists of two assessment methods:

1. Structured interview (supported by portfolio of evidence summary)
2. In-tray test

## STRUCTURED INTERVIEW

In preparation for the structured interview, the apprentice will produce a portfolio of evidence that will be signed off by the employer as part of the gateway requirements. Although the portfolio does not contribute towards the overall grade, apprentices must submit to the EPAO within two weeks of the gateway a sufficient summary of competence against each knowledge, skill and behaviour assessed in the structured interview at least one month before the scheduled EPA.

The Portfolio must contain a minimum of four pieces of evidence that when cross-referenced, sufficiently demonstrate competence against all requirements.

- Independent assessors must record apprentice's responses against the knowledge, skills and behaviours via pre-prepared template forms to ensure that due process has been followed.
- Appeals will only be reviewed against documented evidence against the pass and distinction criteria.
- Independent assessors must assess the interview and award a fail, pass or distinction grade to the EPAO.
- EPAOs will create a report template for the assessor to submit to confirm the grade.

## IN-TRAY TEST

The test provides for an in-tray exercise based on a fictitious organisation's scenario, which replicates the typical work an Accounts/Finance Assistant will have to manage in a workplace.

By its very nature, the Accounts/Finance Assistant occupation demands accurate and detailed written work, including calculations, and so this assessment method is an appropriate and manageable way of testing occupational competency against the knowledge and skills requirements.

The scenarios may be based on a variety of different organisational structures or operations and success will require an integration of the technical knowledge and skills required for the standard.

### Test Format

The test must be computer based. The test will last 105 minutes overall to include 15 minutes at the beginning for the apprentice to review the information they are given at the start. The test will consist of a combination of questions and data evaluations that cover the knowledge and skills identified as applicable to this assessment method within the grading criteria.

At the start of the in-tray test, in invigilated conditions, the apprentice will be presented with the equivalent of three A4 pieces of background information (with a word count of up to 1500 words) about one particular scenario. The apprentice will be given up to 15 minutes to review the information. They may make notes and prepare during that 15 minutes should they wish.

Each scenario will be sufficiently complex as is appropriate at Level 2 and represent the casework and likely situations the apprentice will encounter in their work.



## GRADING AND DETERMINATION

The results of both the structured interview and the in-tray test are aggregated to determine the overall grade.

A Fail at any stage will result in an overall Fail of the apprenticeship. To pass the overall apprenticeship, the apprentice must achieve at least a Pass in both assessments. An overall Distinction is given only where a Distinction is obtained in the structured interview and a Pass is obtained in the test. A distinction for the structured interview will be awarded for apprentices having passed all pass criteria and five or more distinction criteria.

The overall grade for each apprentice is calculated by the EPAO using the grades awarded for each of the stages of EPA. Any requirements for moderation, review or grade limitations must be applied before the final grade is awarded.

## COSTS

This programme costs £6,000 and is covered through a companies Apprenticeship Levy.

If the employer does not pay into the levy they will only pay £300 if they have more than 50 employees or if the apprentice is aged 19+. Employers with less than 50 employees receive full funding if the apprentice is aged 16-18.



## MORE INFORMATION

[www.learningskillspartnership.com](http://www.learningskillspartnership.com)  
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