

Finance/Accounts Assistant

Finance or accounts assistants maintain an efficient and accurate finance function within a business, assisting the team of accountants with junior accounting duties.

What are the benefits of apprenticeships?



Learn new skills and gain experience, whilst developing your accounting knowledge



Achieve a recognised qualification



Support your team to meet objectives and meet clients' needs



Improve your communication skills and build relationships with clients



Earn a good salary and avoid university debt

How do we help you get the most out of your apprenticeship?

Our People: With a 40 year history, we have an experienced team of coaches, technical specialists and account managers who are there to guide, challenge and support you, to not just achieve the qualification, but to have an impact on your career now and in the future.

Our Processes: After your enrolment and launch, you will be guided through carefully planned, manageable chunks of learning with one-to-one and group interaction, and additional support to prepare for your end-point assessment.

Our Systems: All of our systems are easily accessible and engaging, including OneFile to manage tasks, Profiler to help you and your employer identify further areas for improvement, Damar OpenLearning for lots of interactive learning resources and our Forums, for apprentices on the same qualification to build networks and support each other.



"An apprenticeship is the ideal way to get a proper qualification and earn money. It's structured learning, you have a coach to help you progress and there are lots of resources provided."
[Read full case study.](#)
Kieran Marquis
Finance Systems Support Analyst, RPC



"I deal with all incoming and outgoing payments to the company, which includes processing invoices for payment and sending out payments for conveyancing transactions. I also deal with processing the payroll."
Henry Appleyard,
Accounting Apprentice, Sutherland & Co Law

Finance/Accounts Assistant

Apprentices develop the skills, knowledge and behaviours required to perform an accounting role, as well as completing the Level 2 AAT Foundation Certificate. For the apprenticeship standard, [click here](#).

Knowledge

- General business
- Understanding the organisation
- Accounting systems and processes
- Basic accounting
- Ethical standards

Skills

- Attention to detail
- Communication
- Systems and processes
- Personal effectiveness

Behaviours

- Team work
- Personal development
- Professionalism
- Customer focus



Induction and Launch
1-4 weeks

On Programme
55 weeks

Gateway
4-8 weeks

End-Point
Assessment

How is the apprenticeship delivered?

Delivery is a blend of:

- Diverse and engaging online resources to support the development of knowledge, behaviours and skills
- Group coaching and subject specialist sessions / workshops
- Review meetings with the apprentice, line manager and dedicated Damar coach

Functional skills are an important part of all apprenticeships and apprentices who don't already have maths and English at level 2 or above will undertake functional skill qualifications in these areas.

Specialist content:

In addition to the apprenticeship, apprentices will achieve the AAT Level 2 Foundation Certificate, including these exams:

- Work Effectively in Finance
- Bookkeeping Transactions
- Bookkeeping Controls
- Using Accounting Software
- Elements of Costing
- Foundation Synoptic

The AAT end-point assessment includes:

- In-tray test which includes multiple choice questions, short answer questions and an accounting task
- Portfolio of evidence produced in the workplace and a structured interview

What is the commitment?

Apprentices need to spend a minimum of 20% of their working week on the apprenticeship.

Who is eligible?

Apprenticeships are generally available for new or existing employees of all ages, including graduates, who need to develop their skills, knowledge and behaviours.

How could I progress?

Many of our level 2 apprentices go on to complete the level 3 and 4 accounting apprenticeship qualifications. This allows them to take on more responsibility and more complex clients, as well as giving them exemptions from units within many ACCA, ICAEW, CIMA, ICAS and CIPFA qualifications.