APPRENTICESHIP STANDARD: ACCOUNTS/FINANCE ASSISTANT L2

Level 3 · Other · Truro College

TOP COURSE HIGHLIGHTS

SUPPORTIVE LEARNING ENVIRONMENT | HIGHLY EXPERIENCED TUTORS | DEVELOP SKILLS IN LINE WITH INDUSTRY NEEDS

LEARN FROM SECTOR EXPERTS

Gain invaluable insights and hands-on experience from industry expert tutors who bring real-world knowledge and expertise to the classroom. Their guidance will help you develop the skills and confidence needed to excel in your chosen field.

DEVELOP WORK-RELATED SKILLS

Enhance your practical abilities and gain hands-on experience that directly translates to the workplace. This apprenticeship course focuses on real-world applications, ensuring you are well-prepared to meet the demands of your chosen career.

SUPPORTIVE LEARNING ENVIRONMENT

Thrive in a nurturing and collaborative atmosphere where your growth and success are our top priorities. Our dedicated tutors and staff are always available to provide guidance, encouragement, and resources to help you achieve your goals.

WHY CHOOSE THIS COURSE?

An Accounts or Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. They will assist a team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. An Accounts or Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. An Accounts or Finance Assistant can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, public sector, not-for profit organisations and educational institutions. They might work in-house for an organisation or they might work for an accountancy firm, bookkeeping practice, shared service provider, self-employed accountant or on behalf of several different clients.

WHAT WILL I LEARN?

Apprentices will complete the AAT Level 2 Certificate in Accounting as part of this programme. **Knowledge** The Accounts or Finance Assistant Apprenticeship Standard provides a strong foundation in essential accounting and business principles. Apprentices will develop an understanding of how organisations operate, including basic commercial awareness, organisational structures, and the role of finance within business success. They will gain knowledge of accounting systems and processes, including bookkeeping, financial and management accounting principles, and internal controls. The programme also covers ethical standards, sustainability, and the importance of maintaining up-to-date knowledge of policies, regulations and industry practices. **Skills** This Apprenticeship Standard equips apprentices with

practical skills required to support an effective finance function. Apprentices will learn to process financial data accurately, use accounting software and systems, and produce and check routine financial information. They will develop strong attention to detail, problem solving and organisational skills, enabling them to identify and correct errors and manage their workload effectively. In addition, apprentices will build confidence in communicating with stakeholders, ensuring information is clear, professional and delivered in a timely manner. **Behaviours** Apprentices are expected to demonstrate professionalism, integrity and a commitment to continuous development. They should work collaboratively with colleagues, support team objectives and maintain positive working relationships across the organisation. A strong customer focus, attention to detail and a proactive approach to learning are essential. Typical Duties that an Apprentice will carry out in the workplace:

- Accurately process financial transactions, including data entry, invoices, and payments within accounting systems.
- Support purchase and sales ledgers, ensuring records are up to date and reconciling accounts.
- Assist with basic bookkeeping tasks, including cash recording, processing receipts, and checking financial data for accuracy.
- Communicate with colleagues and stakeholders to provide financial information.

For further information on this Apprenticeship Standard visit the Skills England website - https://skillsengland.education.gov.uk/apprenticeships/st0608-v1-4

WHERE WILL IT TAKE ME?

Build a strong foundation in finance through real-world experience and practical accounting skills, and progress onto the Level 3 Assistant Accountant Apprenticeship at Truro & Penwith College to further develop your expertise and career opportunities.

ENTRY REQUIREMENTS

Grade 4 GCSE (C) in English and Maths.

IMPORTANT

Course information can change. Please use the QR code below for the current assessment arrangements, entry requirements and start dates.