

## Accounts and Finance Assistant (ST0608) Level 2 Apprenticeship

Maintaining an efficient and accurate finance function within a business.

An Accounts or finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts or finance assistant is responsible for assisting the 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. Accounts or finance assistant can work in almost any sector.

### Expected course duration

15 months.

### College attendance

**Bedford College:** 1 day a week in college.

**Tresham College Corby Campus:** 1 evening every other week Blended delivery with online platform and classroom delivery.

**Central Bedfordshire College:** 1 evening per week. Blended delivery with online platform and classroom delivery.

### College day release intakes

**Bedford College:** October

**Tresham College Corby Campus:** September

**Central Bedfordshire College:** September

### When can the apprentice start employment?

**Bedford College:** June to September for an October start.

**Tresham College Corby Campus:** June to August for a September start.

**Central Bedfordshire College:** June to August for a September start.

### When can the apprenticeship training start?

As soon as employment starts.

### Course content

The apprenticeship covers a range of Skills Knowledge and Behaviours.

Whilst studying you will be supported throughout the programme to develop:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls
- Principles of costing
- The Business Environment

**Certificate AAT Level 2:**

- Introduction to bookkeeping
- Principles of bookkeeping controls
- Principles of costing
- The Business environment

## Entry requirements

**Desirable:**

- Maths Grade 9-4

and

- English Grade 9-4

## What training is required in the workplace?

- Access to multiple IT packages including MS
- 20% off the job
- Access to Accounting software
- Basic accounting training
- Reporting on financial data
- Ability to reconcile data and recognise and rectify errors

## Further study and career options

**Course progression:**

- Progression to Level 3 Accounting Apprenticeship.

**Career progression:**

- Potential Full-time employment options on completion
- 1 year of industry experience as well as transferrable skills
- Career role progression to Finance Accountant

## Additional information

- AAT Books - £150 (subject to change each year)
- Additional AAT Level 3 Diploma - £567.00

## Campuses

Study is available at the following campuses:

- Bedford College
- Tresham College Corby Campus
- Central Bedfordshire College

**For more information, please visit here:**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-0>