

Accountancy Apprenticeship levels-A quick overview

Title	Level	Typical role profile	Typical job titles
Finance Assistant Apprenticeship	Two	<p>An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business.</p> <p>The Accounts/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.</p> <p>An Accounts/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/Finance Assistants can work in almost any sector.</p>	<p>Accounts Assistant Accounts Payable Clerk Accounts Administrator Finance Assistant Junior Cost accountant Assistant Assistant Bookkeeper Junior Cashier Junior credit Control Clerk Data input Clerk Accounts Receivable Clerk Bank reconciliation Clerk Finance Administrator</p>
Assistant Accountant Apprenticeship	Three	<p>An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation.</p> <p>Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements.</p> <p>In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.</p>	<p>Assistant Accountant Trainee Accounting Technician Accounts Clerk Cashier Finance Assistant Purchase Ledger Clerk Sales Ledger Clerk</p>

Accountancy apprenticeship levels

Jul 2019 V3

<p>Professional Accounting/ Taxation Technician</p>	<p>Four</p>	<p>Individuals in the role of a Professional Accounting/Tax Technician will have responsibility for creating, and / or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation.</p> <p>This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual’s knowledge of the business systems and processes, as well as standard accounting and tax practices.</p> <p>This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.</p> <p>This occupation covers two areas of specialism, accounting and tax. A successful apprentice will have met the core requirements common to both areas and one of the two technical knowledge option requirements</p>	<p>Assistant Auditor Assistant Management Accountant Assistant Financial Accountant Accounts Payable and Expenses Supervisor Commercial Analyst Payroll Manager Senior Bookkeeper Senior Financial Officer Tax Investigations Officer Personal Tax Assistant Business Tax Assistant</p>
<p>Accountancy/ Taxation Professional Apprenticeship</p>	<p>Seven</p>	<p>Accountancy / Taxation Professionals are recognised around the world as respected leaders in accountancy, taxation, finance and business. From providing strategic business advice to audited financial statements or driving mergers and acquisitions, a career as an Accountancy / Taxation Professional can be diverse and challenging; it's not just about putting numbers into a spreadsheet.</p> <p>Accountancy / Taxation Professionals use technical knowledge, skills and experience to lead organisations and people to make responsible and sustainable financial decisions. They are required to act in the public interest and must therefore maintain the highest standards of professional conduct and competency; upholding ethical behaviour and integrity at all times.</p> <p>Accountancy / Taxation Professionals provide financial information and advice to organisations of all types and sizes; from owner managed businesses to multi-national organisations; from private enterprises to public sector institutions, from entrepreneurs to charities.</p>	<p>Financial Accountant Management Accountant Tax Accountant Tax Adviser Tax Specialist External Auditor Internal Auditor Financial Analyst Management Consultant Forensic Accountant Business Advisor</p>

