



*a professional approach for professional people*

---

# Accountancy / Taxation Professional Apprenticeship

---

## Level 7

### **BOOST YOUR BUSINESS WITH APPRENTICESHIPS**

The new apprenticeship standards allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.



Approved

## Accountancy / Taxation Professional Apprenticeship

### Level 7

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. 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.

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.

#### Your apprentice will achieve:

- Completion of the Accountancy / Taxation Professional Apprenticeship will result in eligibility to apply for full membership of one or more of the UK Professional Bodies e.g. ACCA, CIMA or ACA subject to meeting the requirements expected by the regulator and/or the relevant regulations where chartered status is involved.

#### Typical job roles include:

Financial Accountant / Management Accountant / Tax Accountant / Tax Adviser / Tax Specialist / External Auditor / Internal Auditor / Financial Analyst / Management Consultant Forensic Accountant / Business Advisor

#### The apprenticeship will provide the apprentice with confidence and understanding in key areas such as:

##### Knowledge

- Assurance, Risk and Control
- Business Acumen
- Financial Information
- Legislation, Standards and Principles
- Strategic Business Management and Governance

##### Skills

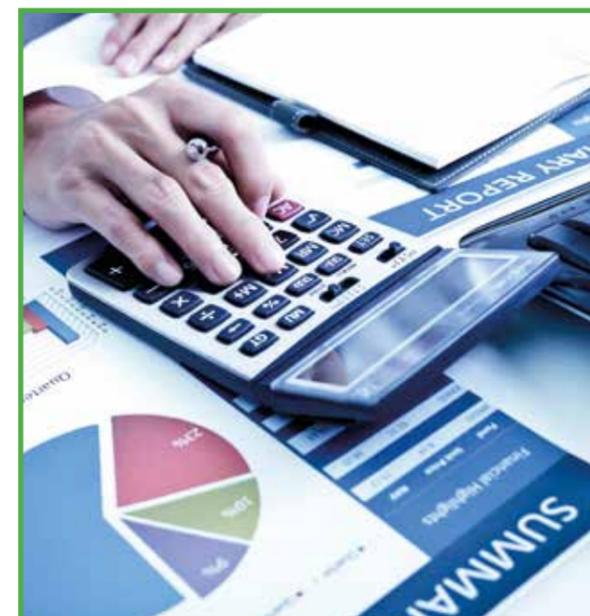
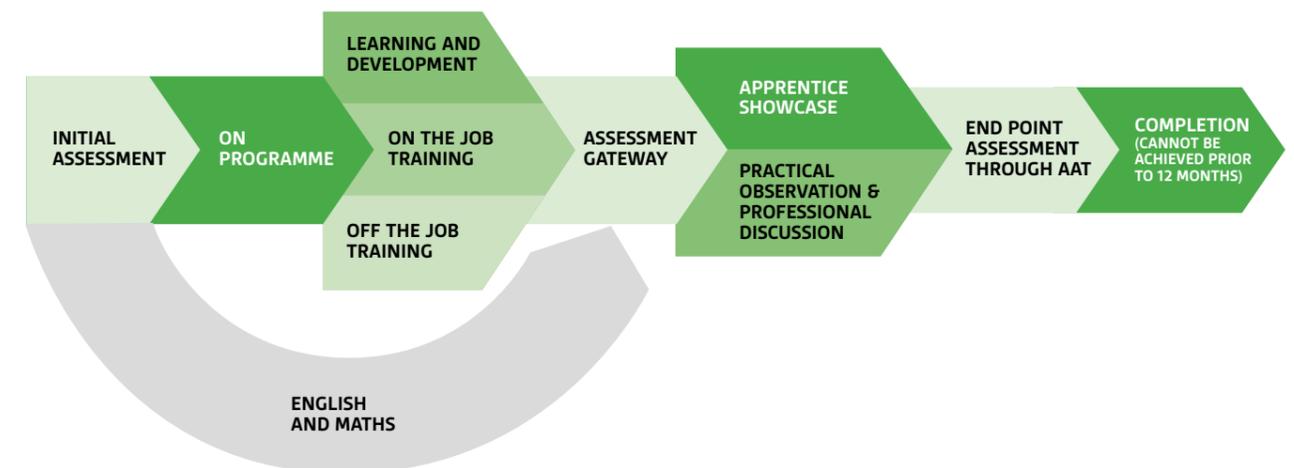
- Building Relationships
- Business Insight
- Communication
- Ethics and Integrity
- Leadership
- Problem Solving and Decision Making

##### Behaviours

- Adds Value
- Continuous Improvement
- Flexibility
- Professional Scepticism

## The apprenticeship

Your step by step guide to taking on a apprentice



#### Your apprentice must:

- Be paid at least the national minimum wage
- Be an employee
- Work with experienced staff
- Learn job-specific skills
- Study during their working week (including attending our training centre)

#### Hiring your apprentice

- There are several steps to taking on an apprentice:
- You can identify your own apprentices
  - Advertise your apprenticeship - we will do this for you through the 'recruit an apprentice' service
  - Select your apprentice and make an apprenticeship agreement and commitment statement with them

# Accountancy / Taxation Professional Apprenticeship

## Level 7

### Why apprenticeships?

Here are just a few of the benefits of hiring an apprentice:

- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- They can be tailored to specific job roles, making them flexible to the needs of the business
- Apprenticeships provide you with the skilled people you need for the future
- Apprenticeships can help reduce staff turnover, by increasing employee satisfaction and loyalty
- Apprenticeships are a tried and tested way to recruit new staff, re-train or upskill existing staff
- The average apprenticeship improves productivity by over £10,000 per year
- When you employ an apprentice below the age of 25, you are no longer required to pay employer National Insurance contributions for them

Whatever sector you're in, there are so many benefits that apprentices can bring to your business.

### Apprenticeship Funding

Levy paying employers (employers with a paybill over £3m per year) – your levy funds can be used to pay for apprenticeships.

If you are a non-levy paying employer 95% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 5%.

Government incentives are available if you take on apprentices between 16 – 18 years of age.

To find out more  
please contact us on:  
**01733 685582 / 01733 269148**  
or email: [mail@apt4u.training](mailto:mail@apt4u.training)

**apt** | Anglia  
Professional  
Training

*a professional approach for professional people*

**aat**  
Approved