
Accounts / Finance Assistant Apprenticeship

Level 2

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.



Accounts / Finance Assistant Apprenticeship

Level 2

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business.

The Accounts/Finance Assistant is responsible for assisting a team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business.

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.

Your apprentice will achieve:

- AAT Foundation Certificate in Accounting (Level 2)

Typical job roles include:

- 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

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

Knowledge

- General Business awareness
- Understanding your organisation
- Accounting Systems and Processes
- Basic Accounting
- Ethical Standards

Skills

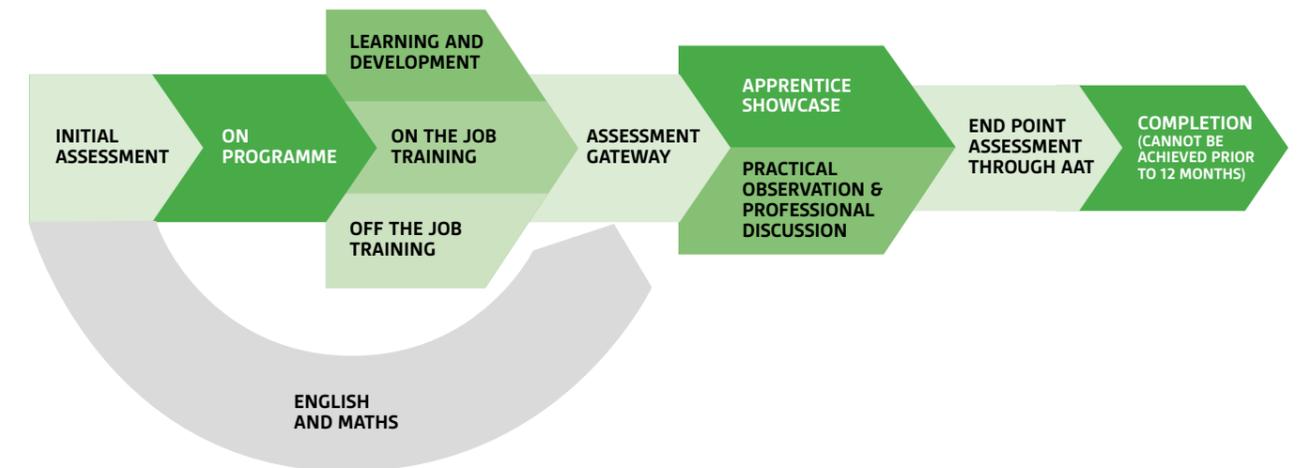
- Attention to Detail
- Communication
- Use of Systems and Processes
- Personal Effectiveness

Behaviours

- Team Work
- Personal Development
- Professionalism
- Customer Focus

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

Accounts / Finance Assistant Apprenticeship

Level 2

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

apt | Anglia
Professional
Training

a professional approach for professional people

aat
Approved