



*a professional approach for professional people*

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# Professional Accounting / Tax Technician Apprenticeship

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## Level 4

### **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.



The logo for the Association of Accounting Technicians (AAT) features the lowercase letters 'aat' in a bold, green, sans-serif font.

Approved

## Professional Accounting / Tax Technician Apprenticeship

### Level 4

#### Why the Professional Accounting/ Tax Technician apprenticeship is good for your business

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. 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.

This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation. Apprentices completing the new Level 4 Apprenticeship will demonstrate the knowledge, skills and behaviours needed to be a Professional Accounting/Tax Technician across industry, practice and public sector. It compliments both the AAT's 2016 new syllabus with apprentices completing a synoptic test and bringing together a portfolio of work showcasing the best of their achievements.

#### Your apprentice will achieve:

- AAT Professional Diploma in Accounting Level 4

#### Typical job roles include:

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

#### This approach will provide the apprentice with confidence and understanding in key areas such as:

##### Knowledge

- Professional finance principles and standards
- Business awareness
- Using and evaluating accounting and tax, internal control and IT systems and processes
- Specialist tax or accounting skills

##### Skills

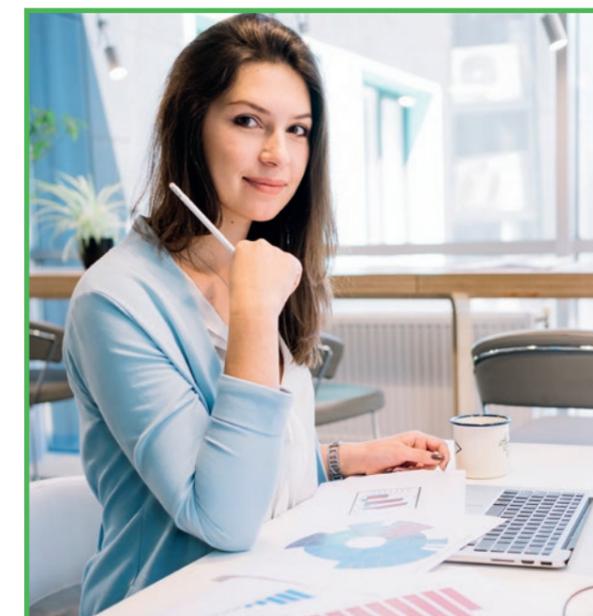
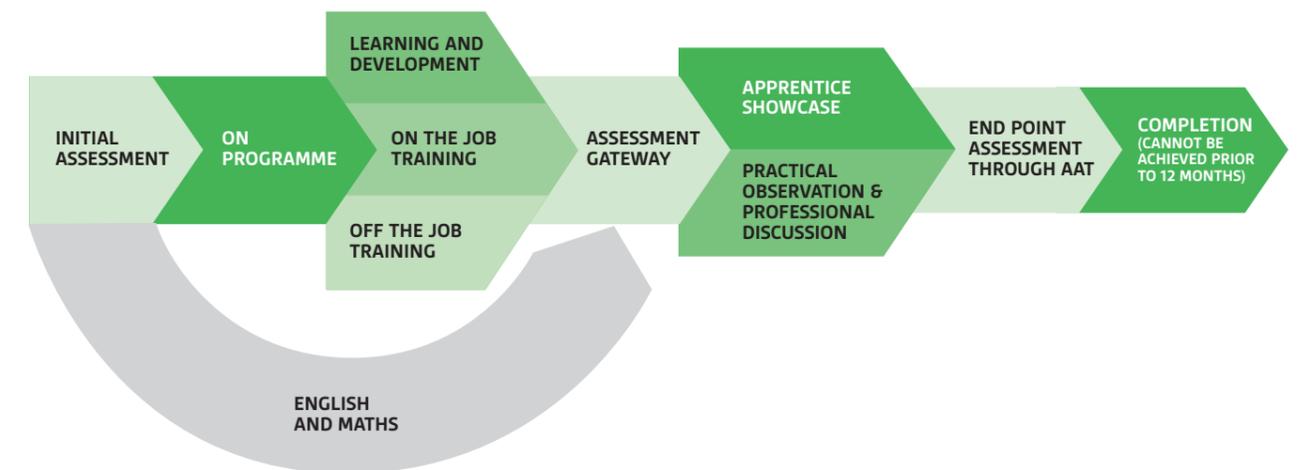
- Analytical
- Communication
- Leadership
- Planning & prioritisation
- Quality & Accuracy
- Team work & collaboration

##### Behaviours

- Adaptability
- Adding value
- Ethics and Integrity
- Proactivity
- 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

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### 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 90% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 10%.

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: [apprentices@apt4u.training](mailto:apprentices@apt4u.training)