



**WIRRAL  
MET  
COLLEGE**  
SINCE 1855

# Accounts/Finance Assistant Level 2

**Apprenticeship Standard**

[wmc.ac.uk/apprenticeships](http://wmc.ac.uk/apprenticeships)

# Overview



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

Accounts/Finance Assistants can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, public sector, not-for-profit organisations and educational institutions. Accounts/Finance Assistants might work in-house for an organisation or they might work for accountancy firm, bookkeeping practice, shared service provider, self-employed or on behalf of several different clients.

## **Duration:**

12 months + 3 months for the End Point Assessment (EPA).

## **Entry Guidelines:**

English & maths at GCSE grade A\*-C/4-9 or Functional Skills level 2 (Apprentices must provide copies of their English and maths GCSE certificates before their enrolment onto the apprenticeship).



# Accounts/ Finance Assistant Level 2

## Course Overview

Pre-programme	On Programme Learning covering Skills, Knowledge & Behaviours	Gateway	Independent End Point Assessment
Initial assessment English & Maths	AAT Level 2 Certificate in Accounting (day release, Hamilton Campus)	Completed AAT Level 2 Certificate in Accounting	In-tray test
Certification proof of: <ul style="list-style-type: none"> <li>English level 2</li> <li>Maths level 2</li> </ul>	Skills guided by the employer in the workplace		Structured interview supported by portfolio of evidence
Skills Scan	Portfolio of evidence to be built during on-programme learning	Portfolio of evidence	
Training Plan	Induction with Trainer Assessor		

# Course Details

This apprenticeship programme is designed to develop the knowledge, skills and behaviours required to be an effective Accounts Administrator, Finance Assistant, Junior Cashier, Data Input Clerk, Assistant Bookkeeper or Accounts Payable/Receivable Clerk.

The **Knowledge** element is acquired via the AAT Certificate in Accounting (Level 2) qualification, studied on a 'day-release' basis at the College's Hamilton Campus. The qualification covers a range of accounting areas and provides an ideal grounding should the apprentice wish to progress on to the Assistant Accountant Level 3 Apprenticeship Standard.

## **The apprentice's Knowledge element of the course will cover:**

### **Manual and digital bookkeeping systems**

- Control accounts, journals and reconciliations
- Value Added tax (VAT)
- Payables and receivables ledger accounts

### **Principles of costing**

- Cost recording systems and techniques
- Actual and budgeted costs and income
- Tools and techniques to support cost calculations

### **The Business Environment**

- Principles of contract law
- Principles of corporate social responsibility, ethics and sustainability
- Setting up different types of business entity



# Skills & Behaviours

The **Skills & Behaviours** element of the apprenticeship is to be completed in the apprentice's workplace under the guidance of the employer. The Trainer/Assessor will make periodic visits to the apprentice in the workplace to ensure that the apprentice is developing the skills and behaviours required in accordance with the Apprenticeship Standard, including:

- General business
- Understanding your organisation
- Ethical standards
- Communication
- Uses systems and processes
- Personal effectiveness
- Teamwork
- Personal development
- Professionalism
- Customer focus

# English & Maths

English and maths will be naturally embedded within this apprenticeship, a summary of which as follows:

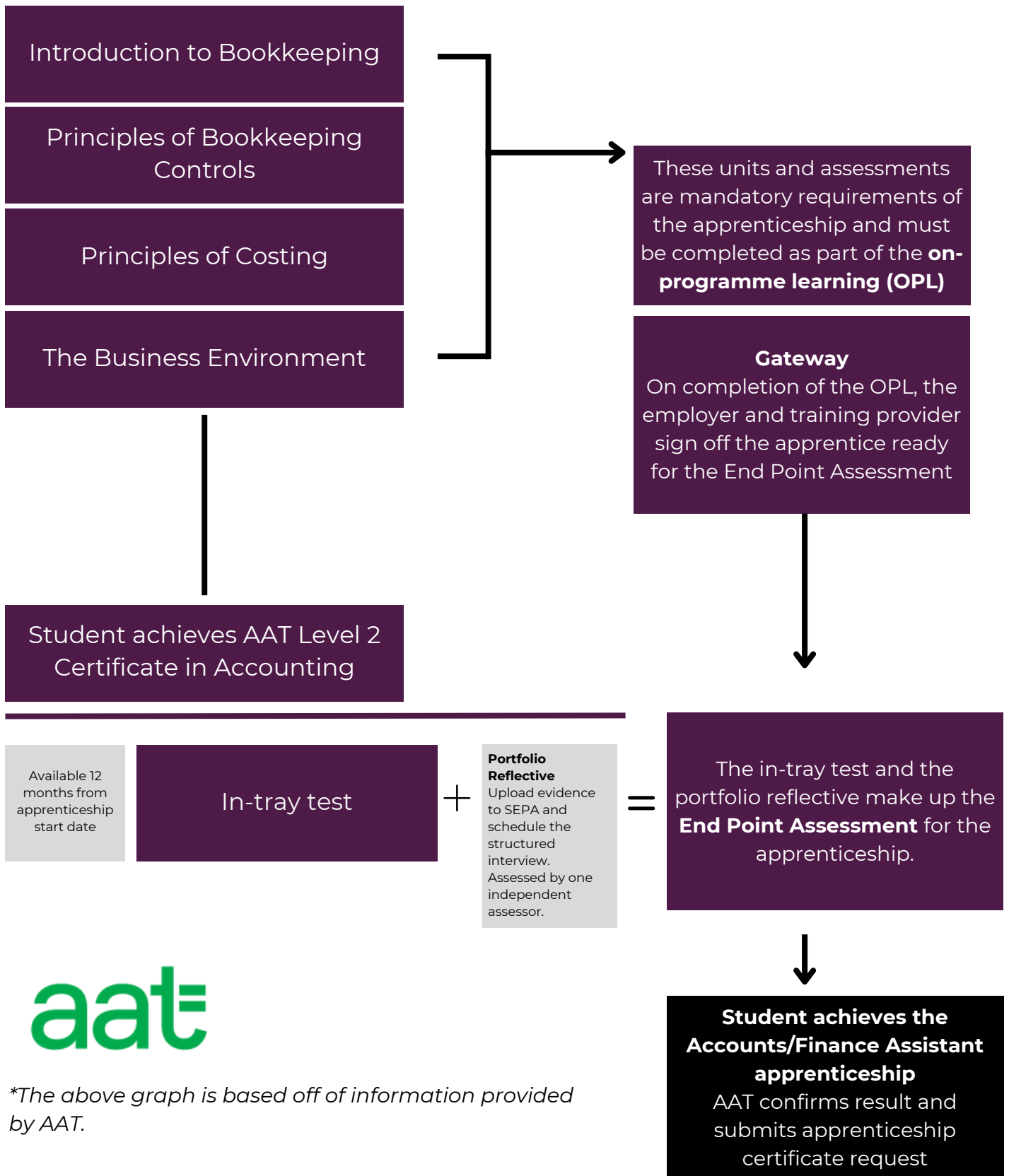
## English

- Written assignments
- Reading articles
- Actively listening to others
- Communicating with a variety of individuals from a diverse range of backgrounds.

## Maths

- Time management
- Budgeting
- Data management that may be relevant to a variety of projects

# Gateway



*\*The above graph is based off of information provided by AAT.*

Once the apprentice has completed all the required elements of the apprenticeship and the apprentice's employer and Trainer / Assessor agree that the apprentice is ready for the End Point Assessment (EPA), the apprentice will progress through the Gateway to undertake his/her EPA.

# End Point Assessment

On commencement of the apprenticeship, the apprentice should begin to collect a portfolio of evidence which must be finalised before passing through the Gateway. A completed portfolio of evidence is a compulsory End Point Assessment (EPA) Gateway requirement that supports the EPA structured interview component.

The apprentice's employer must sign-off the portfolio of evidence, thereby confirming the demonstration of competence against the knowledge, skills and behaviours assigned to this assessment component and authenticating its contents.

The EPA must only start once the on-programme learning has been completed and the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard; that means the apprentice has achieved occupational competence. In making this decision, the employer may take advice from the apprentice's training provider but the decision must ultimately be made solely by the employer.

**End Point Assessment (EPA) normally takes 3 months to complete and consists of:**

1. In-Tray Test
2. Portfolio Submission
3. Structured Interview underpinned by the Apprentice's Portfolio of Evidence

## **Assessment Method 1: In-Tray Test**

The test will be computer based and last for 105 minutes and will consist of a combination of questions and data evaluations covering knowledge and skills acquired during the on-programme learning element.

## **Assessment Method 2: Structured Interview**

The structured interview will be a face-to-face remote session involving the apprentice and the end-point AAT assessor and last for 60 minutes. It will focus on the portfolio completed by the apprentice during the on-programme learning element.

The purpose of the structured interview is to determine the extent to which the apprentice understands the requirements of his/her role as defined by the apprenticeship standard and to explore them through discussion.

The portfolio of evidence that has been completed by the apprentice during their programme will be used as a source of evidence by which the apprentice can exemplify their responses to questions asked by the assessor.

# Grading & Progression



## Apprenticeship grading

The available grades for this apprenticeship programme are **Distinction, Pass or Fail.**

## Where can apprentices progress to?

On completion of the apprenticeship, the apprentice will be able to progress their career in accounting, for which choices include progressing on to the Assistant Accountant Level 3 Apprenticeship Standard.





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