

Accounts / Finance Assistant 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 the 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. Potential employers include corporate businesses, sole traders, partnerships, Public Sector, not-for-profit organisations and educational institutions. Accounts/Finance Assistants may 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.

The duration for this apprenticeship is 12-14 months (this does not include the End Point Assessment (EPA) period).

On completion, the apprentice will be able to apply for the appropriate level of professional membership aligned with this apprenticeship, dependent on the qualification chosen. Professional body memberships that are relevant to the options for this apprenticeship are: IAB – Associate level membership or ICB – Associate level membership.

This apprenticeship is completed whilst studying the [AAT Level 2 Foundation Certificate in Accounting](#).

Click [here](#) to find out more information about the course.

In addition to the course assessments, apprentices will complete an end point assessment. It includes the following components:

1. Structured interview (supported by a portfolio of evidence summary)
2. In-tray test

The purpose of this is to test the knowledge, skills and behaviours of the apprentice as set out in the apprenticeship standard.

For more information about the Accounts / Finance Assistant Level 2 apprenticeship, please visit:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-finance-assistant/>

or contact 0113 284 6464 / employers@leedscitycollege.ac.uk.