



ACCOUNTS/FINANCE ASSISTANT

Level 2

🕒 15 Months

As an accounts or finance assistant you will need to maintain an efficient and accurate finance function within the business. This course is designed to support individuals with an accounts or finance function within their role to understand effective practice and procedures for processing and monitoring financial transactions.

FUTURE OPPORTUNITIES

- Accounts Assistant
- Finance Assistant
- Business Accounts Administrator
- Finance Assistant Junior
- Data Input Clerk

OUR PARTNERS



PORSCHE



PROGRAMME OF STUDY

- AAT Certificate in Accounting
- Level 2 Certificate in Accounting Qualification
- Portfolio of Evidence
- Off-the-Job Training
- Level 1 or 2 Functional Skills Maths – if required
- Level 1 or 2 Functional Skills English – if required

KNOWLEDGE

- General Business
- Understanding the Organisation
- Accounting Systems and Processes
- Basic Accounting
- Ethical Standards

SKILLS

- Attention to Detail
- Communication
- Using Systems and Processes
- Personal Effectiveness

BEHAVIOURS

- Teamwork
- Personal Development
- Professionalism
- Customer Focus



RESULTS

100%

EPA Pass rate with 60% of learners achieving a Distinction

EXCELLENT

reviews from employers and learners on 'Find an Apprenticeship'

97%

of our learners are satisfied with their overall learning experience





END POINT ASSESSMENT (EPA) REQUIREMENTS

STRUCTURED INTERVIEW

- The structured interview will last 60 minutes
- It will take place in a controlled environment and be a 1:1 discussion between the independent assessor and apprentice
- The structured interview will focus on the evidence submitted in the showcase portfolio – the portfolio submitted at Gateway)
- The showcase portfolio can be referred to by the independent assessor or apprentice at any point in the interview
- The independent assessor asks a minimum of 10 questions from the EPAs question bank relevant to the KSBs being assessed
- The independent assessor may also ask additional follow-up questions for clarification purposes
- The interview is graded against fail, pass or distinction criteria

SYNOPTIC ASSESSMENT

A final assessment to evaluate the skills and knowledge attained during the course

- This is a scenario – based test taken on the computer lasting 105 minutes in total. The test will consist of a combination of questions and data evaluations
- The apprentice will be presented with scenario background information – with a word count of up to 1500 words. The apprentice will be given up to 15 minutes to review the information. They may make notes and prepare during that 15 minute should they wish
- The test itself will last 90 minutes covering each of the following sections
 - The scenario will first require the apprentice to answer 20 multiple choice questions
 - Secondly, there will be 3 short answer questions that require the apprentice to provide written answers
 - The third and final part of the in-tray test requires the apprentice to consider the data they have been provided alongside the background information relating to the fictitious organisation, to find and rectify errors