

Level 2 Accounts/Finance Assistant



Discover the Accounts/Finance Assistant Apprenticeship, with full support provided to meet all requirements.



15
Months



Awarding Body:

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Accounts and Finance Assistants play a vital role in maintaining an accurate and efficient finance function within an organisation, supporting day-to-day financial operations.

This apprenticeship provides a strong foundation in best practices and procedures for processing, recording, and monitoring financial transactions effectively and accurately.



THE APPRENTICESHIP COVERS:

- General business & basic accounting
- Accounting systems & processes
- Understanding the organisation
- Attention to detail
- Using systems and processes
- Communication skills
- Effective teamwork
- Ethical and sustainability standards

EPA / APPRENTICESHIP ASSESSMENT:

1. Knowledge test
2. Interview

Apprentices will also work towards Functional Skills Level 2 in **Maths** and **English**, if not already exempt.

This apprenticeship is suitable for anyone in an accounts or finance function within their role.

Apprentices will develop key skills and behaviours to support progression. Apprentices will be introduced to bookkeeping, principles of bookkeeping controls, and principles of costing.

The Accounts/Finance Assistant Apprenticeship may be a gateway to further career opportunities, such as accounts assistant or data input clerk.

Contact:  info@ctskills.co.uk