

# Level 2 Accounts/Finance Assistant



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



15  
Months



End Point Assessment  
Organisation:



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.**

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