

APPRENTICESHIP, LEVEL 2

# Accounts/Finance Assistant

**START DATE**

September 2024

**DURATION**

15 months

**LEVEL**

Level 2

**STUDY MODE**

Day release

Accounts/Finance Assistants are an integral part of the team, that are responsible for maintaining an efficient and accurate finance function within a business, and assisting the team of accountants with junior accounting duties. They can work in almost any sector, with potential employers including corporate businesses, sole traders and educational institutions.

The work of an Accounts/Finance Assistant will depend on the size of the business and team structure, but could include basic bookkeeping, working with sales ledgers, ensuring payments are correct and recording cash and data entry.

Job Occupations: Accounts Assistant, Accounts Administrator, Junior Credit Control Clerk, Assistant Bookkeeper, Data Input Clerk

Planned Duration: 15 months (Practical period: 12 months, End Point Assessment period: 3 months)

## Why study this course?

Apprenticeships give you the opportunity to work for a real employer, earn a real salary and gain a real qualification whilst gaining valuable workplace skills and experience. If you are aged 16 or above, are driven to succeed in a particular industry and are willing to commit yourself to training and study, then an Apprenticeship could be the right career move for you.

## What will I study?

The Apprentice will learn, work, earn and achieve a qualification all at the same time.

To achieve the apprenticeship they will complete the following:

- An industry designed and recognised apprenticeship
- End Point Assessment (Structured Interview and In-tray Test)

The Apprentice will work towards the following Functional Skills:

- Mathematics up to Level 2
- English up to Level 2

Learners who have already achieved GCSEs (A-C or equivalent) in Maths and English may be exempt from Functional Skills.

The Apprenticeship is mainly work based, with one day per week in college. The apprentice may also be required to attend College for functional skills if needed.

## What can I do after this course?

Level 3 Assistant Accountant Apprenticeship Standard.

## Entry requirements

There are no formal entry requirements for an apprenticeship (unless an employer stipulates any themselves) however all potential apprentices will undertake a basic Maths and English assessment prior to enrolment.

## Assessment

(Practical period: 12 months, End Point Assessment period: 3 months)

Visit this course on our website: <https://www.selby.ac.uk/courses/accounts-finance-assistant-apprenticeship-level-2>

For further information please contact the college: <https://www.selby.ac.uk/contact>

This PDF file was generated on 16/04/2024 at 3:53pm.