

## ACCOUNTS/FINANCE ASSISTANT

### Apprenticeship

#### EMPLOYER FACTSHEET

#### GROW YOUR OWN TALENT

The Accounts/Finance Assistant Apprenticeship is at AAT Level 2 – equivalent to GCSEs – and will equip apprentices with skills and knowledge that can be directly applied in their roles.

#### Key Information

Level	2
Duration	12-14 months.
Entry requirements	- 16 years or over. - Please contact our Apprenticeship team for further entry requirements.
Delivery	A minimum of 30 hours of on the job training at work place. HRUC offer remote or face to face delivery options
Course Overview	<p>This apprenticeship is ideal for team members who assist with financial tasks and undertake junior accounting duties. Apprentices will learn foundation bookkeeping and accounting software skills.</p> <p>This flexible apprenticeship is delivered in partnership with Mindful Education, and combines online learning with face-to-face lessons in the classroom.</p>
Career Opportunities	The skills and knowledge you will gain throughout this qualification will qualify you for roles including Accounts Assistant, Finance Assistant, Credit Control Assistant or Purchase Ledger Clerk.

#### Choose a Trusted Provider



We are a top provider in London with consistently high success rates



We are the largest college provider of apprenticeships in west London



We work with major companies including British Airways, Brunel University London & Menzies etc.



Government funding may be available. Eligibility and criteria apply

**Accounts/Finance Assistant Apprenticeship**  
**AAT Level 2 (Online and On Campus)**  
**Powered by Mindful Education**

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## Modules and Content

### What will they learn?

This qualification will prepare apprentices for junior and entry level accounting roles. It delivers a solid foundation in finance administration - covering areas such as double entry bookkeeping, basic costing principles and using accounting software. This apprenticeship standard is at Level 2. The structure allows students to achieve the AAT (Association of Accounting Technicians) Foundation Certificate in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

#### Example modules

The Level 2 apprenticeship covers a range of key areas, including:

- Bookkeeping transactions
- Bookkeeping Controls
- Using Accounting Software
- Elements of Costing
- Work effectively in Finance

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

## Study Method – Online and On Campus

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace.

On campus, apprentices benefit from face-to-face classes at college with an experienced tutor. A combination of classroom-based lessons, group exercises and discussion encourage apprentices to apply theory to real-life workplace situations.

This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

### How will they be assessed?

To complete the Accounts/Finance Assistant Apprenticeship, apprentices will be expected to complete:

- A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.
- A portfolio and reflective discussion which will comprise a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

## Progression

On successful completion of this course, you can progress to higher levels of the AAT Accounting Qualifications via apprenticeship training or through part-time courses (Level 3 and then on to Level 4).