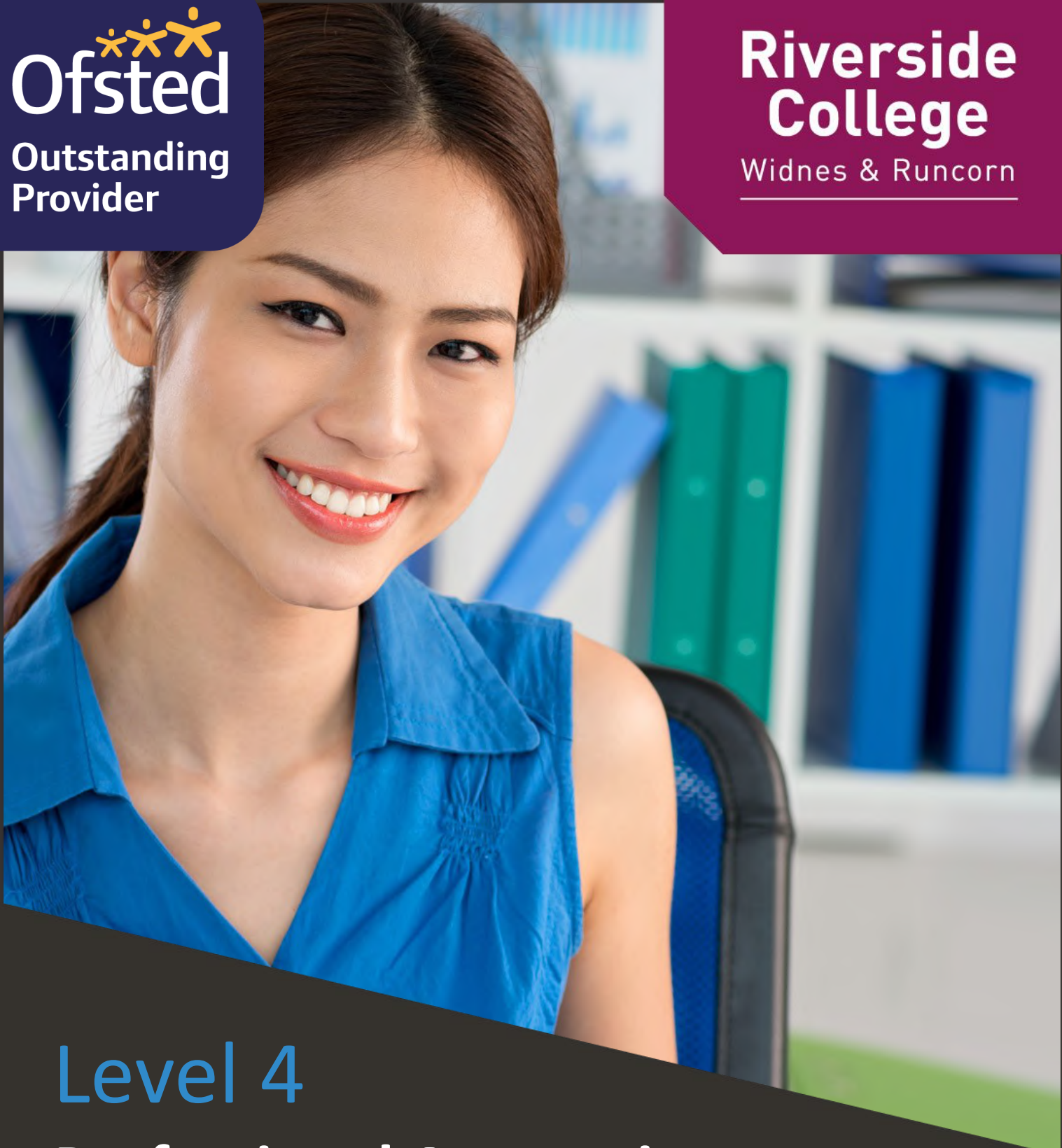




**Ofsted**  
Outstanding  
Provider

**Riverside  
College**  
Widnes & Runcorn



**Level 4**  
**Professional Accounting  
Technician Apprenticeship**



**Apprenticeships**

**99%**  
Employer Satisfaction

# Level 4

## Professional Accounting Technician Apprenticeship

### Summary

The broad purpose of the Professional Accounting Technician is to prepare, co-ordinate and implement accounting tasks that support the creation of financial statements. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

### Entry Criteria

A minimum of 4 GCSE's including Maths and English Grade 4 (C) or above and level 3 AAT or equivalent

### Attendance

Apprentices will attend college one day a week (during term-time only) at our Kingsway Campus

### Duration

24 months + EPA

### What will I learn?

You will study towards the recognised **AAT Level 4 Professional Diploma in Accounting**

You will also work towards the knowledge skills and behaviours for the level 4 Apprenticeship including:

- Professional ethics and code of conduct
- Business Awareness
- Wider financial and accounting professional landscape
- Regulation and Compliance
- Using software packages to assist with accounting tasks
- Analysis
- Leadership
- Planning and Prioritisation
- Proactivity
- Systems of risk management and financial control

### Key words

- Management Accounting
- Budgeting
- Financial Reporting
- Attention to Detail

**Riverside  
College**

Widnes & Runcorn

# The Apprenticeship Journey

## Initial Steps



### Make an application

- Via your employer
- Or for a new apprenticeship vacancy

### Interview Stage

(N/A for existing employees)

### Initial Assessment

Functional Skills  
(if required)

## Your Apprenticeship



### Induction (0-3 months)

- Start with employer
- Enrolment / commence college course
- Understand expectations

### On Programme (3– 24months)

- Continue attending college
- Study towards AAT level 4 diploma
- Work towards knowledge, skills and behaviours

### Gateway (24 months+)

- Achieved AAT Level 4 diploma
- Achieved Level 2 Maths/ English

## Your End Point Assessment



### End Point Assessment (24—27months)

- Graded Distinction, Merit, Pass or Fail

#### Assessment Type

Role Scenario Assessment

Professional Discussion

# How To Contact Us

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## Employer Services:

**Phone:** 0151 257 2828

**Email:** [enterprise@riversidecollege.ac.uk](mailto:enterprise@riversidecollege.ac.uk)

**Website:** [www.riversidecollege.ac.uk/apprenticeships](http://www.riversidecollege.ac.uk/apprenticeships)

**Twitter:** @riversidecoll

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