



# Level 2

## Accounts/Finance Assistant Apprenticeship

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# Accounts/Finance Assistant

## Summary

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary depending on the team structure and size of business. An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. An Accounts/Finance Assistant can work in almost any sector.

## Entry Criteria

We would expect apprentices to have achieved GCSE Maths and English Grade 3 (D) or above.

## Attendance

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

## Duration

12 months + EPA

## What will I learn?

You will study towards the recognised AAT Foundation certificate in Accounting Level 2.

You will also work towards the knowledge, skills and behaviours required including:

- Understanding Your Organisation
- Attention to Detail
- Accounting Systems and Processes
- General Business
- Basic Accounting
- Ethical Standards
- Systems and Processes
- Professionalism in the Workplace
- Customer Focus
- Teamwork
- Communication

## Key words

- Bookkeeping
- Purchase ledger
- Sales ledger
- Trial Balance
- Bank Reconciliation
- Financial Reporting

# The Apprenticeship Journey

## Initial Steps



### Make an application

- Via your employer
- Or for a new apprenticeship vacancy

### Interview Stage

(NA 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– 12 months)

- Continue attending college
- Study towards AAT level 2
- Work towards knowledge, skills and behaviours
- Collation of evidence for portfolio

### Gateway (12 months+)

- Achieved AAT Level 2
- Achieved Level 1 Maths/ English and have attempted level 2

## Your End Point Assessment



### End Point Assessment (12-15 months)

- Graded Distinction Merit, Pass or Fail

#### Assessment Type

In Tray test

Structured Interview



# How To Contact Us

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## Employer Services:

**Phone:** 0151 257 2828

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

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