



# Level 4

## Professional Accountant / Taxation Technician Apprenticeship

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### Summary

Individuals in the role of a Professional Accounting/Tax Technician will have responsibility for creating, and / or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. 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 and tax 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 College campus.

### Duration

18 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:

- Technical Knowledge
- Business Awareness
- Ethical Standards
- Regulation and Compliance
- Systems and Processes
- Analysis
- Leadership
- Planning and Prioritisation
- Proactivity
- Professional Scepticism

### Key words

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

# 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– 18 months)

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

### Gateway (18 months+)

- Achieved AAT Level 4 diploma
- Achieved Level 2 Maths/ English
- Satisfactory portfolio/ training logs

## Your End Point Assessment



### End Point Assessment (18-21months)

- Graded Distinction, Pass or Fail

#### Assessment Type

Synoptic Assessment

Portfolio & Reflective Discussion



# 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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