

# Accounts/Finance Assistant

## Level 2

**Earn** as  
you learn

**Work**  
as you  
learn

**Great**  
experience

**#Future**  
**#Accountancy**

Average  
**salary\***  
once qualified  
£21,000-  
£25,000



# Accounts/Finance Assistant Level 2

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance department within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior book keeping and accounting duties. An Accounts/Finance Assistant's work could include basic bookkeeping activities working with digital software such as Xero or Quickbooks, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector.

Within the offer from Runshaw College you will gain additional professional qualifications within this Apprenticeship which are: Association of Accounting Technicians Level 2 (AAT) qualification.

This is a 12 months plus 3 months End Point Assessment (EPA) which is delivered in the work place and 1 day per week in college. You will be assessed through a professional discussion and a Business Environment exam at the end of your apprenticeship. While you are completing your Apprenticeship you will need to complete 'off the job training' this is time spent in working hours gaining new knowledge additional to your usual job role, this time is to take place within your contracted hours and will be agreed with your employer.

## Entry Requirements:

GCSE English and Maths or equivalent A\*-C / 9-4.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

## Career Development:

Once qualified you could be hired as a Level 3 Assistant Accountant Apprentice, Accounts Clerk, Cashier, Finance Assistant, Credit Control Clerk, Sales Ledger Clerk.

## Main developmental areas



Understanding your organisation



Accounting systems & processes



Basic accounting



Business awareness



Runshaw College Apprenticeships



Runshaw College Apprenticeships



RunshawApprenticeships

For more information about our courses, visit **runshaw.ac.uk**  
call **01772 643008** or email **apprenticeships@runshaw.ac.uk**

*Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.*