



# Professional Accounting Taxation Technician Level 4

Individuals in the role of Professional Accounting 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 digital accounting systems and processes. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

A Professional Tax Technician will be required to have knowledge and understanding of the core elements of personal taxation and accounting principles. They will be required to prepare tax calculations using the digital software within the business, prepare government forms, understand and comply with filing deadlines, and document client paperwork. Depending on their role they will also have specialist knowledge in other areas of taxation, for example Business Compliance, VAT, Inheritance Tax, Trusts and Estates and Corporate.

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

This is a 18 month course, + 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 written work, verbal discussion, observation and an end point assessment 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 & an AAT Level 3 or equivalent level accounting qualification.

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 employed as an Assistant Auditor, Assistant Management Accountant, Expenses Supervisor, Senior Financial Officer Credit Control Clerk, Tax Investigations Officer, Personal Tax Assistant and Business Tax Assistant.

Further progression could lead to higher level professional accounting exams such as CIMA or ACCA.

## Main learning objectives



Management account budgeting



Management account decision and control



Financial statements



Professional level synoptic



Credit management



Cash and treasury management



External auditing



Personal Tax



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For more information about our courses, visit [runshaw.ac.uk](http://runshaw.ac.uk)  
call **01772 643008** or email [apprenticeships@runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)

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