

# Professional Accounting Taxation Technician Level 4

**Earn** as  
you learn

**Work**  
as you  
learn

**Valued**  
Experience

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

Average  
**salary\***  
once qualified  
£30,000-  
£45,000



# Professional Accounting Taxation Technician Level 4

The AAT Level 4 Accounting Apprenticeship is a progression route from the Level 3 Assistant Accountant qualification. It prepares individuals for more senior responsibilities in professional accounting roles, where accuracy, integrity, and strategic insight are essential.

As a professional accountant, you'll be responsible for creating, verifying, and reviewing accurate and timely financial information. This may include financial statements, monthly management reports, and treasury management activities—either within your organisation or on behalf of clients. Your work will be carried out in line with ethical, professional, and legal standards, and will rely on your understanding of business systems, processes, and digital accounting platforms.

## Course structure and assessment

As part of this apprenticeship with Runshaw College, you'll work towards the AAT Level 4 Accounting qualification, this will take place over 18 months and will be followed by a 3-month End Point Assessment (EPA). Training will take place in the workplace and one day a week spent in college to support your learning. You will build a portfolio by completing 10 written tasks, which will help prepare you for a professional discussion during your EPA. You'll also complete a role scenario assessment to show how well you understand and can apply your accounting knowledge in a practical situation.

## 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, suitability will be determined following an initial assessment and diagnostic.

## Career Development:

Upon completion the AAT Level 4 apprenticeship you'll be able to progress onto chartered accountancy pathways such as ACA, ACCA, CIMA, or CIPFA, giving you the opportunity to continue your professional studies and work towards becoming a fully qualified chartered accountant. This opens the door to a wide range of exciting career opportunities, including roles like accountant, finance manager, or trainee financial controller, with the potential to grow into senior leadership positions in both the private and public sectors.

## 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



Runshaw College  
Apprenticeships



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RunshawApprenticeships

For more information about our courses, visit [runshaw.ac.uk](https://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.*