

ACCOUNTS/ FINANCE ASSISTANT

LEVEL 2 APPRENTICESHIP



OVERVIEW

- > Starts in September and January
- > 12 months (1 day per week, 9.15am-4.15pm)
- > Level 2
- > This apprenticeship embeds an AAT Level 2 Foundation Certificate in Accounting within it
- > Upon completion you can apply for the appropriate level of professional membership with AAT
- > Accounts or Finance Assistants work in almost any sector. Individuals working within this type of role will be undertaking basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure accurate records and payments are correct, recording cash and data entry

The screenshot displays an Excel spreadsheet with a marketing budget breakdown. The columns represent months from Dec-15 to Jul-16. The rows list various budget categories such as Personnel, Marketing, and Communication. To the right of the spreadsheet, there is a 'Business Chart' which is a line and area chart showing trends over time, and a 'Business Chart - Visual' which is a pie chart showing the distribution of Goals (50%), Expenses (25%), and Depts (25%).

		C	D	E	F	G	H	I	J	K	L
		Categories	Unit	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16
1	No.	Marketing Budget									
2	10460	Benefits	1-Personal	0	12,034	13,565	10,674				
3	35246	Payroll taxes	1-Personal	0	345	347	154				
4	76745	Salaries	1-Personal	1	521	434	178				
5	76023	Commissions and bonuses	1-Personal	0	0	2,300	189				
6	23674	Personnel Total	1-Personal	0	12,900	16,646	11,195				
7	14678	Web Research	2-Marketing	2	6,000	2,300	3,000				
8	10567	Independent Research	2-Marketing	1	2,000	5,420	2,000				
9	96643	Firm Research Fees	2-Marketing	0	8,200	4,900	10,000				
10	17695	Market Research Total	2-Marketing	3	16,200	12,620	1,245				
11	94015	Promotions	3-Commu	2	1,239	190	573				
12	75321	Branding	3-Commu	1	522	431	10,430				
13	95235	Web Advertising	3-Commu	1	10,432	-	156				
14	32564	Direct Marketing	3-Commu	0	-	1,243	12				
15	68508	Newspaper Advertising	3-Commu	0	12,662	19,330	12,416				
16	06342	Communication Total	3-Commu	4	19,300	15,333	15,000				
17	89063	Travel	4-Other	0	200	150	155				
18	07421	Phone	4-Other	0	400	500	100				
19	93012	Computer/Office Equipment	4-Other	2	683	153	356				
20	24601	Postage	4-Other	2	20,583	16,136	15,611				
21	35151	Other Total	4-Other	0	12,034	13,565	10,674				
22	10460	Benefits	1-Personal	0	345	347	154				
23	35246	Payroll taxes	1-Personal	0	521	434	178				
24	76745	Salaries	1-Personal	1	521	2,300	189				
25	76023	Commissions and bonuses	1-Personal	0	0	16,646	11,195				
26	23674	Personnel Total	1-Personal	1	12,900	2,300	5,000				
27	14678	Web Research	2-Marketing	2	6,000	5,420	3,000				
28	10567	Independent Research	2-Marketing	1	2,000	4,900	10,000				

UNITS OF STUDY

As an apprentice you will develop your knowledge, skills and behaviours in the following key areas:

- > General business**
- > Understanding your organisation**
- > Accounting systems and processes**
- > Basic accounting and bookkeeping**
- > Ethical standards**
- > Examining and reconciling data**
- > Rectifying errors**
- > Effective communication**
- > Planning and reviewing work**
- > Personal effectiveness**
- > Team work and professional development**
- > Attention to detail**



ASSESSMENT AND TEACHING METHODS

HOW WILL I BE TAUGHT?

- > Delivered sessions
- > 1-1 support in the workplace by a Work-based Tutor

HOW WILL I BE ASSESSED?

- > End point assessment - structured interview supported by your portfolio of evidence
- > An in-tray test
- > Synoptic examination

BALANCE SHEETS

Consolidated		Separate	
2015	2014	2015	2014

15,104	54,681	35,160	24,658
35,000	258,462	354,800	254,800
	15,985	28,590	14,985
	45,987	48,521	32,405
	325,905	525,084	320,125
	202,015	1,992,125	687,000

ASSETS
CURRENT ASSETS :
Cash
Temporary Investment
Accounts Receivable
Note receivable
Inventory
CURRENT ASSETS :
Cash
Temporary Investment
Accounts Receivable
Note receivable
Inventory

ENTRY CRITERIA AND PROGRESSION OPPORTUNITIES

To enrol onto this course, you must:

- > Have Maths and English GCSE or equivalent at grade C/4 or above
- > Be employed within a team responsible for maintaining an effective and accurate finance function within a business

Successful completion of the course can lead to progression onto the Level 3 Assistant Accountant Apprenticeship at Preston's College.

BALANCE SHEETS

Consolidated		Separate	
2015	2014	2015	2014
15,104	54,681	35,160	24,658
37,200	258,462	354,800	254,800
	15,985	28,590	14,985
	45,987	48,521	32,405
	325,905	525,084	320,195
	202,015	1,992,175	687,000