



# PROFESSIONAL ACCOUNTANT

## LEVEL 4 APPRENTICESHIP



## **OVERVIEW**

- > Starts in September and January
- > Up to 18 months (1 day per week, 9.15am-4.15pm)
- > Level 4
- > This apprenticeship embeds an additional AAT Level 4 Professional Diploma in Accounting within it
- > Upon completion you can apply for the appropriate level of professional membership with AAT
- > Professional Accountants work in almost any sector. Individuals may be employed in various types of roles such as Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Account Payable and Expenses Supervisor, Commercial Analyst, Bookkeeper, Senior Financial Officer or Personal Tax Assistant.



# UNITS OF STUDY

Preston's College is the only provider locally that offer business and personal taxations as additional modules to the apprenticeship programme. As an apprentice you will develop your knowledge, skills and behaviours in the following key areas:

- > Financial statements of limited companies
- > Management accounting; budgeting, decision and controls
- > Accounting systems and controls
- > Producing accurate information
- > Leadership of managing own development and commitment to role and professionalism
- > Effective planning and prioritising acquired through continual self-improvement
- > Adaptability in changing environments
- > Actively engaging wider business as appropriate and positively contributing to influencing business decisions
- > Improving own working practices and productivity
- > Key behaviours developed and exhibited whilst adhering to high standards of professionalism and quality





## **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
- > Synoptic examination
- > Role simulation

## **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
- > Have a Level 3 Accounting qualification
- > Be employed within a team responsible for managing an effective and accurate finance function within a business

Successful completion of this apprenticeship can lead to progression onto Chartered Accounting qualifications and undergraduate degrees.

