

# Apprenticeship

## Finance

### Accountancy Technician Apprenticeship (AAT) Level 2 - 4

#### What is an Accountancy Technician?

As an Accounting Technician, you will deal with accounting and finance matters. In larger companies you may work as part of an accounts team. In smaller firms, you might be responsible for dealing with wages and invoices. One in twelve Chartered Accountants began their accountancy studies by working toward an AAT Qualification. If you enjoy working with numbers, and you are interested in business and finance, this career could be ideal for you.

Apprenticeship Summary	
<b>Duration</b>	12-24 months, depending on the level of qualification.
<b>Entry requirements</b>	Five GCSEs at grades A* – C or equivalent would be beneficial. This must include Maths and English at Level 2.
<b>Assessment and Training</b>	Delivered via classroom-based theory on a day release programme at a local college and ongoing assessment.
<b>Qualifications / Certification</b>	<ul style="list-style-type: none"> <li>■ Apprenticeship Certificate</li> <li>■ AAT Certificate in Accounting relevant to the level of qualification:               <ul style="list-style-type: none"> <li>■ AAT Level 2 Certificate in Accounting</li> <li>■ AAT Level 3 Diploma in Accountancy</li> <li>■ AAT Level 4 Diploma in Professional Accountancy</li> </ul> </li> </ul>



#### What Knowledge, Skills and Behaviour will you achieve?

- Working effectively in Accounting & Finance
- Double-entry bookkeeping
- Basic costing
- Basic Accountancy principles
- Computerised Accounting
- Self-management
- Processing bookkeeping transactions
- Time management skills
- Control Accounts, journals & banking
- Administration of finance records
- Understanding of purchase, sales & general ledgers
- Appreciation of ethical issues & sustainability
- Using business software
- Computer use in a business environment
- General understanding of business
- Data entry
- Basic Health & Safety legislation