

# Apprenticeship Standard for Professional Accounting/Taxation Technician

## Occupational Profile

Our Accounting/Taxation Technician Level 4 Diploma will allow the apprentice to apply both theory and work-based experience from the apprenticeship in order to develop a great knowledge-base for a career in Accounting.

This Apprenticeship will provide you with a number of responsibilities such as creating and reviewing accurate and timely financial information within the organisation all the while ensuring the information meets relevant ethical, professional, and legal standards.

During this programme, you will be expected to utilise your knowledge of Accounting processes in order to keep your organisation at the forefront of changes.

## Occupation

There are a number of job roles that this programme would fit. The typical roles include, but are not limited to; Assistant Management Accountant, Business and Finance Administrator, Expenses Supervisor, Commercial Analyst, Assistant Financial Accountant, Accounts Payable Supervisor, and Senior Bookkeeper.

## Entry Requirements

Individual employers will set their own entry requirements for their apprentices. Typically candidates will have achieved a grade C or above in at least 5 GCSEs including English and Mathematics, and hold a minimum of 120 UCAS points, or equivalent. Applicants must have completed AAT Level 3 previously.

## Module Breakdown

With support from both BAL and your organisation, you will be expected to complete Off-The-Job training which should amount to 20% of the contracted hours of employment across the duration of the entire apprenticeship. The below modules will be built into the individual learning plan alongside monthly visits from the Assessor.

The AAT Level 4 modules are; as			
Name of Module	Delivery Days	Online Support	Assessment Methods
Management Accounting: Budgeting	6	Yes	Computer Assessment and Synoptic Test
Management Accounting: Decision and Control	8	Yes	Computer Assessment and Synoptic Test
Financial Statements for Limited Companies	9	Yes	Computer Assessment and Synoptic Test
Accounting Systems and Controls	6	Yes	Synoptic Test
Credit Management	5	Yes	Computer Assessment
Cash Treasury Management	5	Yes	Computer Assessment

### Cost – £8000

If your company is a Levy payer this will come out from your Levy account.

### Level – 4

**Duration** - Typically this Apprenticeship will take 18 months

**Qualifications** – Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

AAT Level 3 Diploma must be obtained prior to starting this course.

**If you are interested in applying for this apprenticeship or you would like to find out further information, please contact:**

Charlotte Priestley, Apprenticeship Co-ordinator on [charlotte.priestley@buckinghamshire.gov.uk](mailto:charlotte.priestley@buckinghamshire.gov.uk) or 01296674422.

OR Anne Snell, Apprenticeship and Work Based Manager on [anne.snell@buckinghamshire.gov.uk](mailto:anne.snell@buckinghamshire.gov.uk) or 01296383467.