

# Business and Management

## Accounts/Finance Assistant Level 2 Apprenticeship

### In Brief

#### Start Date

You can start an apprenticeship at any time. This programme will take up to 15 months to complete.

#### Entry Requirements

You will need to find an employer to employ you as an apprentice. Please see our [Apprenticeship vacancies](#).

#### You will achieve

You will achieve: Accounts/Finance Assistant Level 2 (Standard).

### Course Overview

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry.

Please visit <https://www.instituteforapprenticeships.org/apprenticeship-standards/?> [https://www.instituteforapprenticeships.org/apprenticeship-standards/?] for further information regarding this Standard Apprenticeship.

### Course Content

#### Knowledge:

- General Business
- Understanding Your Organisation
- Accounting Systems and Processes
- Basic Accounting
- Ethical Standards

#### Skills:

- Attention to Detail

- Communication
- Uses Systems and Processes
- Personal Effectiveness

Behaviour:

- Team Work
- Personal Development
- Professionalism
- Customer Focus

### **English and maths**

English and maths qualifications are a requirement for most jobs and it is important that you are able to demonstrate your ability in these areas. If you do not already have a grade C or above in GCSE English and maths you will automatically undertake further study in these subjects as part of your apprenticeship.

## **How will I be assessed?**

You will be assessed through on programme assessment of knowledge, skills and behaviour outcomes on-route to a final synoptic end point assessment, consisting of:

- A synoptic end-test covering the knowledge and skills gained throughout the on programme stage and detailed in the standard
- A portfolio and reflective discussion which will comprise of a range of evidence produced in the work-place to show that you have met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

## **What Equipment Will I Need?**

You will be required to provide paper, writing materials, calculator and a memory stick.

## **Where will I study?**

You will study within the workplace and attend classes if required at Barnsley College.

## **What can I do next?**

You may progress onto a Level 3 Apprenticeship, Assistant Accountant.

Potential employers may include corporate businesses, sole traders, partnerships, Public Sector, not-for-profit organisations and educational institutions. Accounts/Finance Assistants may work in-house for an organisation or they might work for accountancy firm, bookkeeping practice, Shared Service provider, self-employed or on behalf of several different clients.

## **How much does the course cost?**

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

## Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

## Extra information

### Contact the Apprenticeship Team

For further information please contact the team on 01226 216166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [mailto:apprenticeships@barnsley.ac.uk]

## Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>].

## Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

## English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 2nd July 2024

## Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**