

# Accounts/Finance Assistant (AAT) Level 2 Apprenticeship Standard

Level: 2

Duration (norm): 12 months

Code: ST0608

Max Funding Value: £6,000

**Delivery Model:** The apprentice will visit the training center once every four weeks (day release). In addition, the trainer will visit the employer site for reviews throughout the duration of the course.

**English and Mathematics:** Level 2/C for both must be achieved prior to End Point Assessment (this content will be blended into the apprentice's study programme as required)

## Knowledge

- **Business awareness:** Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering Can explain the importance of upholding relevant codes of conduct. Can explain different legal entities and organisational structures. Aware of the impact of technology on business and its accounting and finance functions.
- **Organisational awareness:** Understand own role within the context of your organisation. Understand transactional processes of accounting and their use within a finance function. Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.
- **Systems and processes:** Understand how accounting systems and processes allows a business to keep track of all types of financial transactions. Know a range of routine accounts reports, reports and their use within the finance function. Understand the basics of internal control within own organisation.
- **Basic accounting:** Aware of basic accountancy concepts and double entry bookkeeping. Understands bookkeeping controls. Understand the cost recording system within an organisation. Develop an understanding of the differences between Financial and Management Accounting.
- **Ethics:** Understands corporate social responsibility (CSR), ethics and sustainability within organisations. Understands the importance of the need to keep up-to-date with relevant policies, procedures, regulatory or system changes.

## Skills

- **Attention to detail:** The ability to examine data to identify issues. The ability to reconcile data to minimise the chance of errors. The ability to plan and review work

Recognise and rectifies errors.

- **Communication:** Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results. Avoids jargon and uses the correct technical terms where appropriate. Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.
- **Systems and processes:** Utilises relevant office and accounting software packages to input and manage data accurately. Ability to maintain the security of accounting information using passwords and other appropriate security measures.
- **Personal effectiveness:** Ability to organise self, prioritise workload and activity to meet deadlines. Actively identifies team workload problems and offers to support peers where appropriate. Understanding of issues beyond own remit.

## Behaviours

- **Team work:** Supports colleagues and collaborates to achieve results. Builds working relationships within own team and other parts of the organisation. Aware of their impact on others.
- **Personal development:** Successfully implements changes that are required, as directed. Displays an ongoing commitment to learning and self-improvement. Seeks feedback and acts on it to improve their performance.
- **Professionalism:** Looks to behave professionally by adhering to the organisational code of conduct. Has a 'right first time' approach. Shows integrity in their approach. Demonstrates personal pride in the job through appropriate dress and positive and confident language.
- **Customer focus:** Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice. Delivers excellent service, identifying and meeting or exceeding customer expectations.

## External Qualification

- Level 2 Association of Accounting Technicians (AAT) Foundation Certificate.

This qualification will be blended into the apprentice's study programme and must be achieved in order to complete the apprenticeship.

## Endpoint Assessment

- A structured interview supported by a portfolio of evidence.
- In-tray test (this presents the apprentice with a series of tasks to perform. They must prioritise them and answer them to the best of their ability).

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