



Accounts and Finance Assistant - Level 2 Apprenticeship (AAT)

The AAT Level 2 Accounts/Finance Assistant Apprenticeship is a remarkable opportunity for learners looking to embark on a rewarding journey in the world of accounting and finance. In essence, the AAT Level 2 Accounts and Finance Assistant Apprenticeship offers learners an ideal platform to kickstart their careers in accounting and finance. It combines theoretical understanding with practical application, ultimately preparing individuals to thrive in the dynamic and rewarding field of financial management.

WHO IS IT FOR?

- Individuals employed in a relevant finance, bookkeeping or accounting role who are seeking a formal qualification.
- Those who are looking to build a solid foundation of financial knowledge and skills that can benefit them personally and professionally.
- Aspiring finance assistants, bookkeeping clerks, or accounts clerks who want to enter the industry and build a strong foundation for their career.
- To be eligible you must be able to evidence Maths and English at GCSE grade A-C or 4-9 or the Functional Skills Level 1/Level 2 in Maths and English

PROGRESSION

After successfully finishing this course, you have the opportunity to advance to higher tiers of the AAT Accounting Qualifications. This progression can be achieved through apprenticeship training or by enrolling in part-time courses, starting with Level 3 and subsequently moving on to Level 4.

TRAINING

- AAT Level 2 Certificate in Accounting
- 31 KSB's

END POINT ASSESSMENT

Includes:

- 1) A Structured Interview - Discussion covering the KSB evidenced in the portfolio (60 mins)

Duration: 1 Year

Location: Workplace and College

Sector: Legal, finance and accounting



2) In-Tray Test - Computerised external assessment covering the KSB's applicable to the standard. (105 mins)

3) Grading - Pass at 70%, Merit at 80% and Distinction at 90%

NEXT STEPS

Next step may include:

- AAT Level 3 Assistant Accountant Apprenticeship

KEY EMPLOYERS

Camden Council, The London Theatre Company

FUTURE OPPORTUNITIES

By completing this apprenticeship, you will gain a nationally recognised qualification. The skills and knowledge acquired through this qualification will position you for various roles, such as Accounts Assistant, Finance Assistant, Credit Control Assistant, or Purchase Ledger Clerk.

Duration: 1 Year

Location: Workplace and College

Sector: Legal, finance and accounting

