



ACCOUNTS OR FINANCE ASSISTANT LEVEL 2

An accounts or finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The accounts or finance assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. An accounts or 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. Accounts or finance assistant may work in-house for an organisation or they might work for an accountancy firm, bookkeeping practice, Shared Service provider, self-employed or on behalf of several different clients.

WHY CHOOSE INSPIRE ATA?

We work with high-quality training providers to deliver a wide range of training programmes through a blended learning approach that is tailored to each learner's needs. Inspire ATA recruits and employs each apprentice on behalf of the "host" client, enabling us to offer additional support and a better experience for both apprentice and client. We can also offer flexi-job apprenticeships which means we are able to offer short term contracts and other non-standard employment models.

TOTAL DURATION: 17 MONTHS

PRACTICAL PERIOD: 14 MONTHS

EPA PERIOD: 3 MONTHS

EPA ORGANISATION: BCS

ASSESSMENT METHOD: PORTFOLIO

KNOWLEDGE, SKILLS AND BEHAVIOURS THE CORE SKILLS TO BE DEVELOPED INCLUDE:

- Understand how accounting systems and processes allows a business to keep track of all types of financial transactions
- Develop an understanding of the differences between Financial and Management Accounting.
- Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.
- Understand the cost recording system within an organisation



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KNOWLEDGE

- 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.
- Know a range of routine accounts reports, reports and their use within the finance function
- 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

- Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results
- Utilises relevant office and accounting software packages to input and manage data accurately
- Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.
- Ability to organise self, prioritise workload and activity to meet deadlines.
- Actively identifies team workload problems and offers to support peers where appropriate
- Ability to maintain the security of accounting information using passwords and other appropriate security measures.
- The ability to reconcile data to minimise the chance of errors.

BEHAVIOURS

- Builds working relationships within own team and other parts of the organisation
- Looks to behave professionally by adhering to the organisational code of conduct
- Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice.

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