



Train Together

Level 2 Accounts/Finance Assistant Standard



Realise Your Potential



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About us.

We are an Ofsted-rated "Good" provider with a long track record of specialising in Accountancy apprenticeships.

Our expertise lies in delivering comprehensive and tailored apprenticeship training programmes in Accountancy, equipping learners with the skills and knowledge needed for a successful career in the field.

Our goal is to ensure every apprentice receives exemplary education and training, preparing them for a prosperous future while providing our clients with highly skilled professionals who can drive their organisations forward.

By partnering with us, clients benefit from customised training solutions that address their specific needs, improve operational efficiency, and promote long-term growth and development.



About us.

At Train Together, we pride ourselves on our expertise in Accountancy apprenticeships. We understand the unique challenges and opportunities within this sector and are dedicated to delivering tailored solutions that drive success.

Our innovative delivery models combine the latest technology with industry expert training. This approach ensures that the learning journey is engaging, effective, and maximises value for both learners and the businesses we work with.

Our Values and What Makes Us Tick



Nurture: Maintaining excellent relationships with stakeholders is key to meeting our vision and mission.



Courageous: We embrace difficult conversations and are committed to walking the walk, not just talking the talk.



Genuine: Transparency in all we do ensures clear and clean communication with all stakeholders.



Dedicated: We go above and beyond for our learners and clients, offering excellent resources and support to achieve their goals.



Empower: Providing information, advice, and guidance enables excellent decision-making and helps our partners meet their objectives.





Understanding The Challenge

01



Regulatory Compliance: Keeping up with regular changes to accounting regulations and compliance requirements can be a significant challenge.

Operational Efficiency: We understand practices and finance functions face challenges in maintaining efficiency while managing daily accounting tasks, client records, and regulatory compliance.



02

03



Evolving Accountancy Landscape: The accountancy sector is continuously evolving due to rapid technological advancements, introducing new ways of working and shifting the responsibilities of accountants.

Skilled Labour Force: In an environment where employment costs are constantly increasing, and it is difficult to retain good staff due to a highly competitive market, the need for a skilled labour force is more critical than ever.



04



A Collaborative Solution

01



Regulatory Compliance: We ensure all apprentices are well-versed in the latest industry standards and regulatory updates, helping you avoid costly compliance issues.

Operational Efficiency: Enhance productivity by equipping apprentices with practical skills and knowledge, helping to streamline processes, and reducing inefficiencies.



02

03



Evolving Accountancy Landscape: We equip apprentices with the latest technological skills and knowledge to adapt to the dynamic landscape, driving innovation within your organisation and ensuring you stay ahead of industry trends.

Skilled Labour Force: Our training ensures that learners are well-versed in the latest industry standards and regulatory updates. This helps businesses avoid costly compliance issues and maintain their reputation in the marketplace.



04

The Level 2 Accounts/Finance Assistant Standard



Practical Learning

Applying Theories in Practice

Providing Constructive Feedback

Guidance on Personal and Professional Development



Assessment Principles

Performance Evaluation

Supportive Learning Journey

Effective Communication and Presentation Skills



Role Proficiency

Insight into Relevant Industries

Encouraging Proficiency

Learning from Experienced Assessors



Process Understanding

Embracing a Learning Culture

Embracing Diversity & Equality

Engagement with the Assessment Process

Qualifications

- Level 2 AAT Certificate in Accounting
- Level 2 Accounts/Finance Assistant Standard

Progression Route

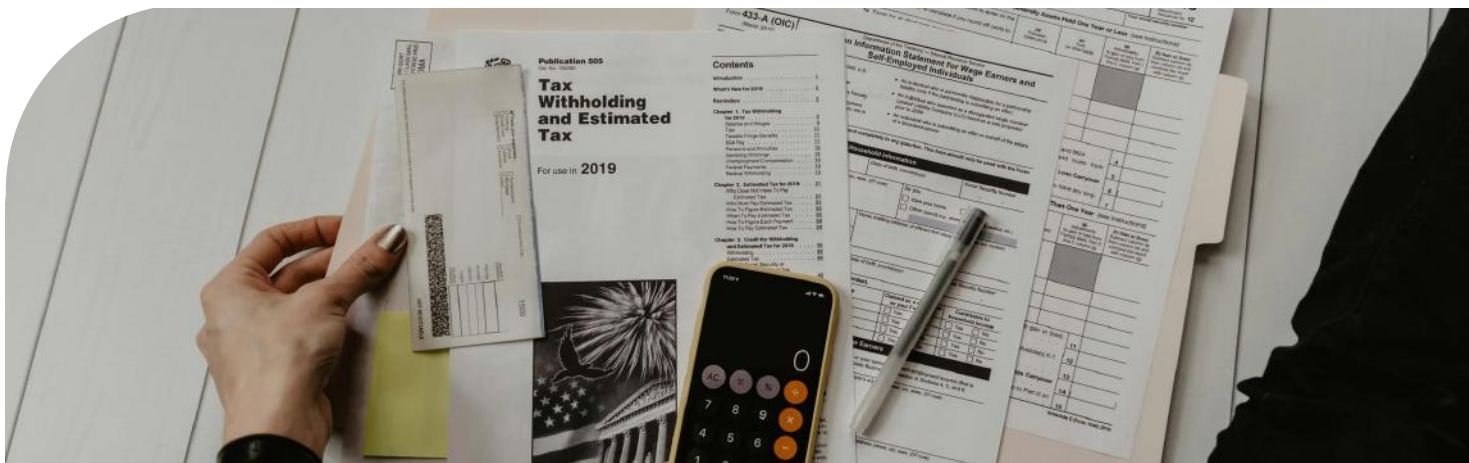
- Level 3 Assistant Accountant Standard

15-Month Programme



On-Programme

End-Point Assessment



Level 2 Accounts/Finance Assistant

Month 1-12

On-Programme Learning

During the 12-month on-programme learning period, you will complete a Level 2 Certificate in Accounting and compile a comprehensive portfolio. This portfolio will demonstrate your development and proficiency in the key responsibilities of an Accounts/Finance Assistant. The apprenticeship duties are:

- 1 Be aware of the organisation's needs and activities and their impact for accounting and finance.
- 2 Identify, collate and process financial and accounting data from primary sources such as business records.
- 3 Examine financial and accounting data to identify issues with quality and reliability in accordance with guidance.
- 4 Rectify errors in financial and accounting data, escalating problems beyond their remit as appropriate.
- 5 Reconcile transactional data to minimise the chance of errors in financial and accounting records..
- 6 Plan and review workloads with supervisor to ensure best use of time to complete allocated tasks efficiently.
- 7 Communicate with internal and external stakeholders using appropriate methods and professional language.
- 8 Use financial and accounting software packages to input and manage data safely and securely.
- 9 Provide support to team members to help ensure that financial and accounting activities are carried out effectively.
- 10 Keep up to date with developments to enhance relevant skills and take responsibility for own professional development.

AAT Level 2 Certificate in Accounting

Introduction to Bookkeeping

The assessment includes using control accounts, reconciling bank statements with the cash book, using the journal, and producing trial balances.

Principles of Bookkeeping Controls

The assessment will cover the use of control accounts, reconciliation of bank statements with the cash book, journal usage, and production of trial balances.

Principles of Costing

The assessment includes understanding the cost recording system, using cost recording techniques, providing actual vs. budgeted cost information.

The Business Environment

The assessment includes understanding the contract law, CSR, business principles and the intricate workings of a finance function and how to operate effectively within it.

Months 12-15

End Point Assessment

Upon successful completion of the on-programme learning, you will undergo a comprehensive final end-point assessment designed to showcase your development throughout the programme. This assessment consists of two components:

Knowledge Test



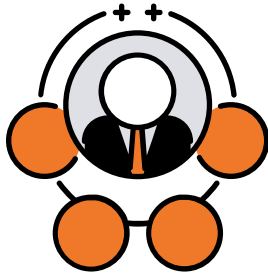
The assessment covers contract law, the external business environment, CSR, ethics, sustainability, business entity impacts, the finance function, effective communication, and the importance of information in business operations.



Interview

The interview, conducted by an independent assessor, will allow the apprentice to demonstrate the KSBs for the highest grade. It will assess competence in professionalism and ethics, communication, and digital technology in accounting and finance.

Programme Benefits



Employer

Enhance support, improve apprentice outcomes, ensure compliance with accounting standards, and invest in staff development and retention by promoting a skilled, motivated workforce.

Employee

Gain a recognised qualification, enhance career progression, build confidence and competence in accounting practices, and develop comprehensive skills to effectively support diverse client needs.



Contact us

To find out more about the Level 2 Accounts/Finance Assistant Standard, please contact our Customer Relationship Manager, Jo Povall



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