



STUDENT FACTSHEET

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## ACCOUNTS/FINANCE ASSISTANT

(Online and On Campus)

### Apprenticeship

The Accounts/Finance Assistant Apprenticeship is at AAT Level 2 – equivalent to GCSEs – and will equip apprentices with skills and knowledge that can be directly applied in their roles.

### Key Information

Level	2
Duration	12-14 months.
Entry requirements	- 16 years or over. - Please contact our Apprenticeship team for further entry requirements.
Delivery	A minimum of 30 hours of on the job training at work place once in two weeks including to study theory at our Uxbridge/Hayes/ Harrow campus
Course Overview	This apprenticeship and is ideal for team members who assist with financial tasks and undertake junior accounting duties. Apprentices will learn foundation bookkeeping and accounting software skills.  This flexible apprenticeship is delivered in partnership with Mindful Education, and combines online learning with face-to-face lessons in the classroom.
Career Opportunities	The skills and knowledge you will gain throughout this qualification will qualify you for roles including Accounts Assistant, Finance Assistant, Credit Control Assistant or Purchase Ledger Clerk.

### Choose a Trusted Provider

 We are a top provider in London with consistently high success rates	 We are the largest college provider of apprenticeships in west London
 We work with major companies including British Airways Brunel University London & Menzies etc.	 Most of our apprentices secure employment at the end of their apprenticeship
 Discounted travel with an Apprentice Oyster card	 Discounts on shopping with an NUS Apprentice Extra Card

Accounts/Finance Assistant Apprenticeship  
AAT Level 2 (Online and On Campus)  
Powered by Mindful Education

-  01895 853622/ 0208 909 6328
-  [apprenticeships@hruc.ac.uk](mailto:apprenticeships@hruc.ac.uk)
-  [www.hruc.ac.uk/apprenticeships](http://www.hruc.ac.uk/apprenticeships)
-  @HRUCSkills



Apprenticeships & Skills  
Harrow, Richmond & Uxbridge Colleges

## Modules and Content

### What will they learn?

This qualification will prepare apprentices for junior and entry level accounting roles. It delivers a solid foundation in finance administration - covering areas such as double entry bookkeeping, basic costing principles and using accounting software. This apprenticeship standard is at Level 2. The structure allows students to achieve the AAT (Association of Accounting Technicians) Foundation Certificate in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

#### Example modules

The Level 2 apprenticeship covers a range of key areas, including:

- Bookkeeping transactions
- Bookkeeping Controls
- Using Accounting Software
- Elements of Costing
- Work effectively in Finance

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

## Study Method – Online and On Campus

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace.

On campus, apprentices benefit from face-to-face classes at college with an experienced tutor. A combination of classroom-based lessons, group exercises and discussion encourage apprentices to apply theory to real-life workplace situations.

This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

## Frequently asked questions

### What is new apprenticeship standard?

Apprenticeships in England are changing. Because of government reforms, a new style of apprenticeships has been designed to meet the needs of employers, learners and providers.

### How will I be assessed?

To complete the Accounts/Finance Assistant Apprenticeship, apprentices will be expected to complete:

- 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 a range of evidence produced in the work-place to show that the Apprentice has 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.

### How much does an apprenticeship cost?

There is no cost for you to do an apprenticeship if you are 16 years old or over and you will be paid a wage.

### Do I already need to have a job to start an apprenticeship?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job:

[www.hruc.ac.uk/apprenticeships](http://www.hruc.ac.uk/apprenticeships)

### Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

View our vacancies to apply

[www.hruc.ac.uk/apprenticeships](http://www.hruc.ac.uk/apprenticeships)



Already working?

Turn your job into an apprenticeship. Call us on **01895 853622 / 0208 909 6328** to get you started.