

# LEVEL 2 ACCOUNTS/FINANCE ASSISTANT APPRENTICESHIP

Subject Area  
Student Type  
Study Mode

Accountancy  
Students aged 16-18  
Part Time

## What is the course about?

The Level 2 Accounts/Finance Assistant Apprenticeship is perfect for anyone who is serious about having a successful career in the thriving finance sector. A finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business and can be responsible for a wide variety of duties, including bookkeeping, data entry, and working with sales and purchase ledgers. They can work in almost any sector and can even be self-employed working on behalf of several different clients.

## Why should I choose the course?

This apprenticeship is designed for applicants who wish to have a career in accounting and finance. Completing the apprenticeship will allow you to progress into roles such as assistant accountant, trainee accounting technician, accounts clerk, finance assistant, purchase ledger clerk, sales ledger clerk, or even an accountant.

## What will I learn?

Your apprenticeship will lead you through the fundamentals of accounting and finance ensuring a basic knowledge and understanding before moving on to the core knowledge, skills, and behaviours required. The units you will cover include: general business, understanding your organisation, accounting systems and processes, basic accounting and ethical standards.

## How is the apprenticeship delivered?

Delivery will be in partnership with employers and adopt a blended approach of on-the-job and off-the-job training and professional development. You will receive training and mentoring in the workplace to enable you to demonstrate skills and create a portfolio of evidence which showcases the skills, knowledge, and behaviours. You will also attend weekly classes at college, during which all knowledge elements of the standard will be covered, and you will work towards achievement of on-programme knowledge exams via AAT.

## What will the course lead on to?

At the end of your apprenticeship, the college will work with you and your employer to help you progress on to the next level of training or gain full-time employment, either with your current employer or another employer the college has access to.

As well as ensuring full competency as a finance assistant, this standard provides the foundation for progression into a number of career paths in the accounting sector, including assistant accountant, audit trainee, corporate recovery analyst, or credit



**Warrington  
& Vale Royal  
College**

Warrington Campus  
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 [wvr.ac.uk](http://wvr.ac.uk)

 01925 494 494

Winsford campus  
Weaver St, Winsford CW7 4AH

 [learner.services@wvr.ac.uk](mailto:learner.services@wvr.ac.uk)

controller.

## What support is available?

You will be allocated a designated tutor to guide you through your apprenticeship. We have a team of staff dedicated to providing learning support if required, as well as a Welfare Team that is on hand to offer guidance, support and help when needed.

Click here for learning support: <https://wvr.ac.uk/college-life/learning-support>

## Why should I choose to study the course at Warrington & Vale Royal College?

We are one of the top-performing further education colleges for apprenticeships. Over nine in ten of our apprentices continue in employment or receive a promotion once they have completed their apprenticeship. We also have a dedicated apprenticeship matching service which matches your skills to a suitable apprenticeship employer. The college is dedicated to supporting you on-programme and helping you progress on to the next step.

## What are the entry requirements?


Individual employers set the selection criteria, but this is likely to include five GCSEs, including English and maths. However, some employers will accept other relevant qualifications and experience, including a relevant level 2 qualification. If you do not have English or maths at level 2, you must achieve this prior to taking the end-point assessment. You must hold at least one functional skills qualification or equivalent in English or maths to begin the apprenticeship.



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