

# LEVEL 4 PROFESSIONAL ACCOUNTING TECHNICIAN APPRENTICESHIP

Subject Area  
Student Type  
Study Mode

Accountancy  
Adults  
Part Time

## What is the course about?

As a professional accounting / tax technician you will cover high-level accounting and finance topics and tasks. Students will look at and become comfortable with a wide range of financial management skills and applications, and will gain competencies in drafting financial statements for limited companies, recommending accounting systems strategies and constructing and presenting complex management accounting reports. Students will also learn about specialist areas such as tax, auditing, credit and debit management and cash and financial management.

## Why should I choose the course?

This apprenticeship will develop the knowledge, understanding, skills, and behaviours required to become a professional accountant or tax technician. As an apprentice in this area, you will have responsibility for creating, and/or verifying and reviewing accurate and timely financial information within your organisation. This will be performed in order to meet relevant ethical, professional, and legal standards, and will utilise your knowledge of the business systems and processes, as well as standard accounting and tax practices. Your job role may exist in an accounting practice, a professional services company, HMRC, or the accounting function of a business.

## What will I learn?

You will develop the knowledge, understanding, and skills in relation to the two areas of your chosen specialism- accounting and tax. You will need to meet core requirements common to both areas and one of the two technical knowledge option requirements. Upon completion of the apprenticeship standard, you will need to meet the following requirements to demonstrate your competency as a professional accounting/tax technician:

- Technical knowledge (in accounting or tax)
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes.

In addition to this, you will demonstrate competence in the following skills and behaviours


- Analysis
- Communication
- Leadership
- Planning and prioritisation
- Produces quality and accurate information
- Team working and collaboration



**Warrington  
& Vale Royal  
College**

Warrington Campus  
Winwick Rd, Warrington WA2 8QA

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

 01925 494 494

Winsford campus  
Weaver St, Winsford CW7 4AH

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Uses systems and processes.

## 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.

You will be assessed throughout the apprenticeship through an exam-based route as well as a portfolio of evidence to showcase your work and completion of business-related tasks.

## 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 go 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.

Examples of roles as a professional accounting/tax technician apprentice include, but are not limited to, assistant auditor, assistant management accountant, assistant financial accountant, accounts payable and expenses supervisor, commercial analyst, payroll manager, senior bookkeeper, senior financial officer, tax investigations officer, personal tax assistant, and business tax assistant. The professional accounting/tax technician standard allows student registration with a number of UK professional bodies in this sector.

## 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?

To study this course, you must be working as an accountant or bookkeeper for an accounting practice, business, organisation, or HMRC. A previously gained qualification in a related subject at level 3 is essential.

Most candidates at this level are expected to hold a level 2 English and maths qualification, equivalent to GCSE grade C/4 or above. If you do not have English or maths at level 2 you must achieve this prior to the completion of the apprenticeship.



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# Are there any additional costs associated with the course?

Costs are payable by the employer and a price will be agreed and contract of services put into place at the enrolment stage.



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