

ACCOUNTANCY L2 FACTSHEET 1

Accountancy L2

Accountants analyse and report on business critical financial information. They are the financial experts at the heart of every successful business.

The accountants assistant role involves carrying out routine financial activities and support for businesses and organisations of all types and sizes. Tasks range from day to day financial data entry to end to month end management accounts and/or year-end financial statements. An eye for detail, strong time management and communication skills are highly desired by employers.

Once qualified, accountants can work in a variety of business and finance sectors, including taxation, forensic accounting, financial and general management. Successful candidates can expect to enjoy a diverse and rewarding career – and it all starts here!



 Apprenticeships

Call us on 0208 522 5759
apprenticeships@newham.ac.uk

ACCOUNTANCY L2

FACTSHEET 2

Elements of this Framework

- Level 2 Foundation Certificate in Accounting (AAT)
- Functional skills Level 1: English and mathematics
- Employer Rights and Responsibilities
- Personal Learning and Thinking skills

What apprentices will learn

Foundation in finance administration, accountancy, business and communication skills including exams covering the following topics

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance

Entry Requirements:

- GCSE grades A-D in English and maths

Desired Skills and Attributes:

- Attention to detail
- High level of maths
- Motivated to succeed
- Willing to work as part of a team
- Well-presented and polite

Progression:

Successful completion of the level 2 could lead to a level 3 Apprenticeship in Assistant Accountant Standard, or gainful employment in the finance sector.

Example job roles:

- Accounts assistant
- Cashier
- Finance assistant

Delivery model and duration:

- 14 months
- Delivery is completed via day release to college, including additional workshops in English and maths and workplace visits to assess progress
- On site assessments will support to build a portfolio and ensure the skills and knowledge are applied in the workplace

Application process

- Applications for vacancies are completed via the apprenticeship vacancy section of the Newham College website.
- All applicants are assessed at interview, reviewing prior qualifications and experience for suitability of the role