



Standard Level 4

# PROFESSIONAL ACCOUNTING TAXATION TECHNICIAN

Professional Accountants in business play an important role in safeguarding the integrity of financial reporting. They are required to meet ethical, professional and legal standards to maintain the quality of financial reporting right at the source where the numbers and figures are produced.

As a Professional Accountant apprentice, you may be working in an accounting practice, a professional services company or the accounting function of a business or other organisation in the public sector, regulatory, and academia. You will be responsible for

creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which you are employed or on behalf of another organisation.

The role will utilise your knowledge of the business systems and processes, as well as standard accounting practices. Examples of roles 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, and Senior Financial Officer.

## Elements of this standard:

### Level 4: Professional Accounting Taxation Technician Standard

#### What apprentices will learn:

- Professional finance principles and standards – including ethical principles of competence, confidentiality, due care, integrity, and objectivity
- Business awareness – including understanding customer and supplier needs to create, validate and report financial information
- Using and evaluating accounting and tax, internal control and IT systems and processes
- Planning and prioritisation - including working to tight and changing deadlines and time and resource management
- Communications and collaboration - including written and verbal communications, internal and external networking and team building
- Specialist tax or accounting skills

## THE ESSENTIALS

#### Entry Requirements:

- Set by the employer
- Proficient in complex stitching and making processes
- English and Maths GCSE grades A\* - C OR 4 to 9, or capability to achieve FS L2

#### Desired Skills and Attributes:

- Strong organisational and communication skills
- Showing initiative and an eye for detail
- Team work and the ability to prioritise
- Punctual, reliable and enthusiastic

#### Progression:

On completion, progression from this apprenticeship could enable you to seek employment with confidence in the following job roles, and/or to progress to study chartered accountancy

#### Example job roles:

- Assistant Auditor

- Assistant Management Accountant/ Financial Accountant
- Accounts Payable
- Expenses Supervisor/Commercial Analyst
- Payroll Manager
- Senior Bookkeeper/Financial Officer

#### Delivery model and duration:

- Duration between 18 24 months
- Delivery will be through a blend of weekly taught sessions and high quality online material
- On site assessments will support to build a portfolio and ensure the skills, knowledge and behaviours 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