

aat

Accounts/Finance Assistant Apprenticeship



**Flexible Apprenticeship Programmes
for Employers**

Accounts/Finance Assistant Apprenticeship

Training and retaining younger and less experienced members of the team can be a challenge for any organisation. Investing in an apprenticeship can bring long-term benefits to your business by building on existing knowledge and skills, improving performance and boosting staff retention in junior and entry-level positions.

Reed Business School offers the Accounts/Finance Assistant Apprenticeship, a new apprenticeship standard for junior members of the accounting team. As part of the apprenticeship, learners will complete the AAT Level 2 Certificate in Accounting.

Levy-paying employers can access levy funds to pay for this programme.

Units of study

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

- Introduction to Bookkeeping
- Principles of Bookkeeping
- Principles of Costing
- The Business Environment

End Point Assessment

- In-tray assessment
- Portfolio
- Structured interview

Apprentices will also develop business communications and lifelong learning skills, applying what they learn to the wider industry context.

Flexible learning to suit your business

Our courses are delivered through our Online and On Campus approach. Online lessons can be accessed any time, using a mobile, tablet or desktop, meaning students can fit their study around work and home commitments. This learning is supported through a combination of in person and remote lessons with a Reed Business School tutor, typically for one day every fortnight.

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



Reed Business School is working in partnership with Mindful Education to deliver flexible Online and On Campus apprenticeships. Mindful Education's award-winning courses provide students with an innovative, media-rich learning experience which is setting new standards in the digital delivery of education.




Our next apprenticeship programme starts soon – get in touch to find out more.


For more information


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 [Click here](#) to visit the Reed Business School website

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