



# PROFESSIONAL ACCOUNTING OR TAXATION TECHNICIAN (LEVEL 4)

## **DURATION (EXCL EPA)**

18 Months (£8000)

## **EPA DURATION**

2-3 Months

## **START DATE**

September

## **ATTENDANCE**

Blended

## **ABOUT THE COURSE**

Individuals in the role of a Professional accounting or tax technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

Examples of roles as a Professional accounting or tax technician 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.

## Course Overview

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As part of the Professional Accounting or Taxation Technician Programme, you will be required to develop Knowledge, Skills and Behaviours in the below areas within your organisation:

- Applied Management Accounting
- Drafting and Interpreting Financial Statements
- Internal Accounting Systems and Controls
- Business Tax
- Personal Tax
- Audit and Assurance
- Cash and Financial Management
- Credit and Debt Management
- Business Environment
- Ethical Standards
- Systems and Processes
- Leadership
- Team working and collaboration

## Course Delivery

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The course will be completed over an 18 month period, which will include bi-weekly delivery of knowledge modules at our Stevenage campus. This flexible apprenticeship is delivered in partnership with [Mindful Education](#) and combines online learning with face-to-face lessons in the classroom.

The learners will also be observed in the workplace on at least 2 occasions to identify the standards of competence that are being met. There will also be recorded professional discussions covering competence towards the standard.

The tutor will complete a progress review in the first 6 weeks and every 10-12 weeks thereafter, which will require the Employers presence. All work will be stored on an electronic portfolio ready to be submitted to the End Point Assessment Organisation.

## End Point Assessment

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As part of the Apprenticeship Standard, you will be required to complete an End Point Assessment (EPA) at the end of your programme with an external Independent Assessor (EPAO). Throughout the programme, your tutor will prepare you for the End Point Assessment and complete mock assessments prior to your final assessment.

The following elements will be completed during the End Point Assessment for the Professional Accounting or Taxation Technician Standard

- Portfolio of Evidence
- Work Place role simulation

At the end of the final assessment, the below grades will be awarded by the EPAO:

- Fail
- Pass
- Distinction

## Qualifications

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As part of the Professional Accounting or Taxation Technician Standard you will be achieving the following qualifications:

- Apprenticeship Standard Certificate in Professional Accounting or Taxation Technician
- AAT Level 4 Diploma in Professional Accounting
- Functional Skills Maths (Level 2)\*
- Functional Skills English (Level 2)\*

\*Will be achieved if relevant qualification not already held prior to the Apprenticeship.

## Entry Requirements

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Typical applicants will display a good attitude, a positive approach to learning & development and a high level of ambition. Apprentices will need to sit an initial assessment in both English and Maths.

Where a learner does not hold an equivalent to or GCSE grade 4 (C) or above, you will need to sit Functional Skills Level 2 English and Maths prior to taking the End Point assessment.

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### **About us**

We are a progressive learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

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