

AAT – Level 2 (Intermediate)

Accounting is a highly skilled profession offering many different roles such as Accounts Assistants, Credit Control Clerks, Accounts Clerks and Finance Assistants to name a few. All these roles help Accountants keep financial records and prepare accounts. Throughout this course, you'll learn how to balance accounts, process invoices and payments.

Job Roles

- Accounts Assistant • Accounts Clerk • Cashier • Credit Control Clerk • Finance Assistant
- Purchase Ledger Clerk • Sales Ledger Clerk

Qualifications	<ul style="list-style-type: none"> • AAT Level 2 Certificate • Functional Skills - English and Maths Level 1
Units covered	<p>Throughout your Apprenticeship you will cover the following:</p> <p>Basic Accounting</p> <ul style="list-style-type: none"> • Principles of recording and processing financial transactions • Preparing and recording financial documentation • Processing ledger transactions and extracting a trial balance • Maintaining petty cash records • Maintaining and reconciling the cash book • Maintaining the journal • Maintaining control accounts • Banking procedures • Principles of recording and processing financial transactions <p>Work effectively in Accounting and Finance</p> <ul style="list-style-type: none"> • Understand the accounting or payroll function within an organisation • Demonstrate a range of effective communication skills • Work independently or as part of a team • Develop skills and knowledge to meet personal and organisational needs <p>Basic Costing</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the cost recording system within an organisation • Recognise the component parts of a cost recording system and how this operates • Use the cost recording system to record or extract data • Provide information on actual and expected costs

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Units covered (continued)	<p>Computerised Accounting</p> <ul style="list-style-type: none"> • Access, enter and edit accounting information • Select and use tools and techniques to process business transactions • Produce accounting documents and summary reports to meet requirements
Functional Skills Maths Level 1	Practical assessment & External Computer Based Exam
Functional Skills English 1	Practical assessment & External Computer Based Exam
Employment Rights and Responsibilities	Workbook/ Coursework
Entry requirements	No previous accounting experience is required but applicants must enjoy working with numbers and be able to demonstrate the potential for developing good communication skills. Employed in a related job role for at least 30 hours/week.
Who is it for?	Anyone working in the Accounts/Finance profession who wants to achieve a recognised qualification to develop their skills or gain recognition for their workplace achievements.
Cost	<p>Aged 16-18</p> <p>Fully funded</p> <p>Aged 19 and over</p> <p>Buckinghamshire Adult Learning require employers to make a contribution towards the cost for all learners aged 19 years and over, embarking on an Apprenticeship or Advanced Apprenticeship programme. For more information please contact us on 01296 383470.</p>
Duration	12 months
Start date	Please enquire regarding the next possible start date
Assessment method	<ul style="list-style-type: none"> • Work Based Evidence • Computer Based Assessments
Personal qualities	<p>Ability to work on their own between sessions to practice and complete homework and exam questions</p> <p>To be able to work under exam conditions</p> <p>Attention to detail and methodical approach</p>
Further progression	<p>Qualifying as an accountant will open many doors to you. You will be able to show your employer that, along with being qualified, you have also shown commitment, dedication and professionalism. This could lead to promotion, higher rates of pay, managerial opportunities or a great starting point to a different career in Accounting. Many apprentices decide to progress their education through professional qualifications like ONCs, HNCs, and even degrees. This progression can lead to a specialist role in accounting. It's also possible to enter a higher education course in a subject related to accounting, banking, insurance, or other financial services. If you're interested in a finance career, an Apprenticeship is a great way to get into the market.</p> <ul style="list-style-type: none"> • Advanced Apprenticeship – AAT Level 3 Diploma
Additional Information	<p>The accounting qualifications offered by the AAT (Association of Accounting Technicians) provide the knowledge and skills that enable people to move from one task to another and from one job to another. AAT is the UK's leading qualification and membership body for accounting and finance staff.</p> <p>Studying for the AAT Accountancy Qualification gives you practical, internationally recognised finance and accountancy skills that can open doors for you in any industry across the world.</p> <p>The internationally respected AAT Accounting Qualification could open doors for you in various industries. From local enterprises to large multinationals, every organisation needs people trained in accountancy. The Accounting framework for Apprenticeships and Advanced Apprenticeships has been developed by employers and providers to meet the needs of small and medium enterprises through to the largest organisation. It provides a structured approach to training and developing prospective accountants who understand the needs of the organisation, its customers and the sector within which they operate.</p> <p>The FSSC (Financial Services Skills Council) is responsible for the development of the Nationally Occupational Standards and Apprenticeships in Accounting.</p>