

# Accounts or Finance Assistant

**This role involves supervised accounting tasks like data entry, reconciling figures, bookkeeping, and managing accounts to support the preparation of financial statements and accurate financial records.**

**Level: 2**

**Duration: 12 months**



## Apprenticeship overview

### Core skills, knowledge and behaviours you will learn

- Principles of English law that may have an impact when working in accountancy
- The role of accounts and finance within an organisation including interaction with internal and external stakeholders
- Foundations of professional ethics and codes of conduct in a finance and accounting environment
- To use finance and accounting software packages
- How to handle data and digital technology in line with cyber and data security requirements
- Vigilance in your approach to accounting and finance tasks, paying close attention to detail

### Where you might work

- Within a finance department of a company
- In the public sector
- Within a firm of accountants

### Typical job roles

- Accounts Administrator
- Accounts Assistant
- Accounts Payable Clerk
- Assistant Bookkeeper
- Business Accounts Administrator
- Cost Accountant Assistant
- Finance Assistant Junior
- Junior Cashier

### Good to know

**Attention to detail is key**

**Team work is valued**

**Work is likely to be office-based, using a computer**

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