

Professional Accounting Technician

Level: 4

Duration: 21 months

Professional accounting technicians prepare, co-ordinate and implement accounting tasks that support the creation of financial statements.



Apprenticeship overview

Core skills, knowledge and behaviours you will learn

- The principles of double entry bookkeeping and accounting standards
- The principles of financial accounting for a range of single entities
- The principles of management accounting
- To collate and analyse financial information
- To interpret financial information for accounting purposes
- To use software packages to assist with accounting tasks

Where you might work

- Small, medium, large or global organisations
- Public, private, and third sector organisations
- Within the accounts or finance department of an organisation
- Professional accountancy firm

Typical job roles

- Accountant
- Accounts Payable and Expenses Supervisor
- Assistant Auditor
- Assistant Financial Accountant
- Assistant Management Accountant
- Commercial Analyst
- Finance Adviser
- Junior Analyst

Good to know

The role requires collaboration with others
A flexible and adaptable approach is helpful

This role suits those enjoy reflecting on their work and strive for continuing professional development

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