

Accounts/Finance Assistant Apprenticeship



Level 2



15 months

The 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.



Apprenticeship overview

Accounts or finance assistants work across organisations of all sizes and sectors, supporting accounting and finance tasks under supervision. They handle duties such as data entry, bookkeeping, reconciling figures, and managing sales and purchase ledgers. Using digital tools, they help maintain accurate financial records, assist accountants with routine tasks, and ensure payments and transactions are correct. Their role involves collaborating with colleagues, clients, suppliers, and government agencies. By contributing to accurate financial data and statements, accounts or finance assistants play a key role in keeping the finance function efficient and supporting the organisation's smooth operation.



Typical job roles

Accounts Administrator

Accounts Payable Clerk

Business Accounts Administrator

Junior Cashier

Accounts Assistant

Assistant Bookkeeper

Finance Assistant

Why choose an apprenticeship for your business?

The benefits, in brief:

- Retrain and upskill your current team
- Fill skill gaps and expand your workforce
- Diversify your team and bring in fresh ideas

Why choose us?

- We are one of the biggest apprenticeship providers in the region
- We are funding experts and can help you get the maximum benefit of government funding available to you
- We will support you as an employer and your apprentice throughout the apprenticeship journey

Interested?

**We welcome your enquiries.
Contact us below:**



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