



# Accounts or Finance Assistant

## LEVEL 2



LEVEL 2  
INTERMEDIATE



TYPICAL DURATION  
17 MONTHS



TRAINING METHOD  
BLENDED



ASSESSMENT METHOD  
PORTFOLIO & EXAMS



FUNDING VALUE  
£6,000



EPA ORGANISATION  
AAT/NCFE

## COURSE OVERVIEW

LEARN HOW TO MAINTAIN AN EFFICIENT AND ACCURATE FINANCE FUNCTION WITHIN A BUSINESS.

### ROLE PROFILE

An Accounts or Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts or Finance Assistant is responsible for assisting the team of accountants with junior accounting duties.

### TYPICAL JOB ROLES

Accounts or Finance Assistant, Cashier Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk.

### PROGRESSION ROUTES

On completion, the apprentice will be able to apply for the appropriate level of professional membership aligned with this apprenticeship, dependent on the qualification chosen.



### QUALIFICATIONS INCLUDED

Accounts/Finance Assistant Level 2 Standard  
AAT Level 2 Foundation Certificate in Accounting



### MEMBERSHIPS

Affiliate whilst on programme



### MORE PROGRAMME INFORMATION

## VALUE ADDED OPTIONS RECEIVE 10 CERTIFICATES

Typically including  
GDPR  
Career Development Essentials  
Personal Development for Success  
Developing Personal Confidence  
and Self Awareness  
Communicating with Others at Work  
+ 5 others from The Skills Network

## WHAT TO EXPECT FROM LMP EDUCATION

- Dedicated account management and recruitment
- Leading nationwide apprenticeship training provider
- Specialists in the education, training and business sectors
- Delivering vibrant, engaging learning for all learners
- Blended and remote teaching and learning
- Tailored learning plans for each individual
- Experienced tutors and delivery support team
- Designated safeguarding officers, policies and procedures

## Contact Us

[WWW.LMPEDUCATION.ORG](http://WWW.LMPEDUCATION.ORG)

[INFO@LMPEDUCATION.ORG](mailto:INFO@LMPEDUCATION.ORG)

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