

# Accounts or Finance Assistant

## LEVEL 2 APPRENTICESHIP PROGRAMME

Developing Proficient Professionals for Accurate  
and Efficient Financial Operations.

**84%**

### STAFF RETENTION

of people have progressed  
in their career after  
completing this programme



### INVEST IN YOUR TEAM

- High Quality Training
- Industry Relevant Content
- Commitment to Excellence
- Expert Support and Mentoring
- Excellent Safeguarding and Wellbeing
- Focus on Personal and Professional Development

**#INSPIRINGAMBITION**



Mindful  
Education

**aate**

## PROGRAMME SUMMARY



Apprenticeship level  
**Level 2**



Typical duration  
**17 months**



Training method  
**Online & Virtual  
Classroom**



Assessment method  
**Synoptic end test,  
portfolio and reflective  
discussion**



Cost/funding value  
**£7,000**



EPA organisation  
**AAT**

## About the Programme

This **Level 2 AAT Accounts or Finance Apprenticeship** provides a solid entry point into a career in accounting or finance. It is ideal for those who assist with financial tasks or undertake junior accounting duties. The learning materials for this programme include online and virtual classroom learning through Mindful Education.

## Who is this programme for?

This apprenticeship is ideal for individuals looking to gain a foundational understanding of accounting principles, develop basic bookkeeping skills gain an industry recognised qualification.

## Employer Benefits

- This apprenticeship allows businesses to **train staff in finance and accounting processes** while shaping them to fit the company's needs.
- Apprenticeships offer a **cost-effective way to develop staff** by combining on-the-job training with formal qualifications. This apprenticeship is government-funded (up to 100% depending on the size of your business) and can be funded using the apprenticeship levy.
- Apprentices learn practical skills directly relevant to your business, such as **financial administration, data entry, and basic bookkeeping**. The training is customised to align with your organisation's processes, helping apprentices become **productive, efficient members of your finance team**.
- Apprenticeship programmes can also be used to upskill existing members
- By supporting staff through apprenticeships, businesses can develop future finance professionals who are loyal to the company and understand its culture and operations — reducing staff turnover and future recruitment costs.



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# Accounts or Finance Assistant

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### Typical Job Roles

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

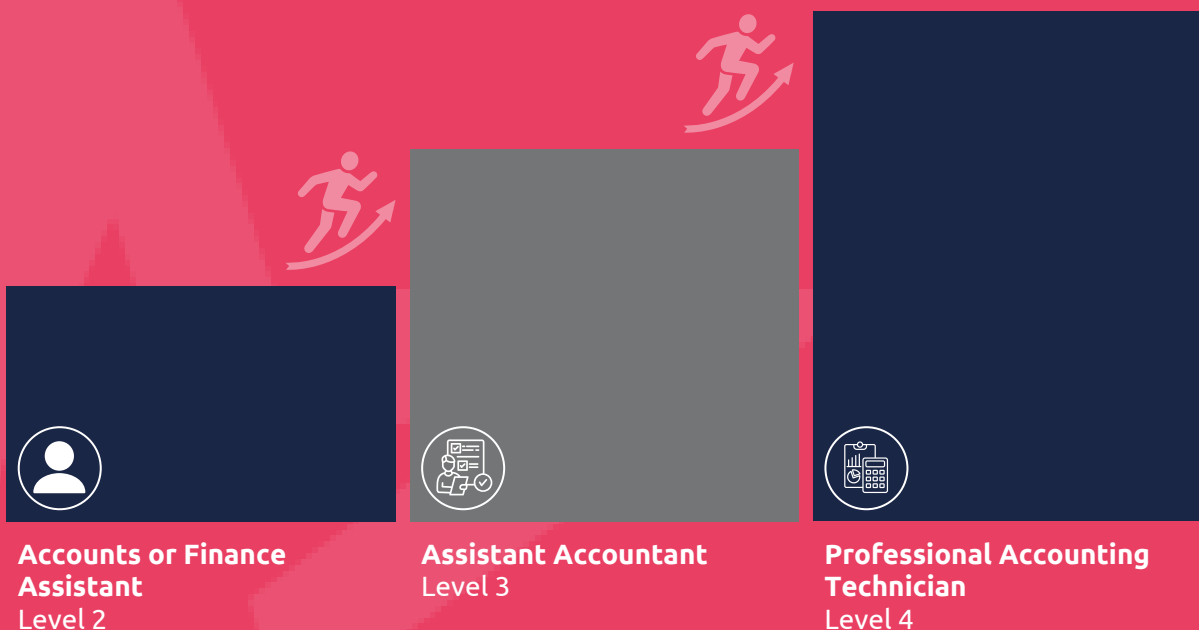
### Progression Routes

On successful completion of this Level 2 Accounts or Finance Assistant Apprenticeship programme, you can progress to higher levels of the AAT accounting qualifications via apprenticeship training or through part-time courses.

LMP Education offers a [Level 3 Assistant Accountant Apprenticeship](#) programme and a [Level 4 Professional Accounting Technician Apprenticeship](#) programme.

[Explore all finance apprenticeships](#)

## Career Pathways



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# Learner Benefits



**Internationally Recognised AAT Qualification:** upon completion of this programme you will receive an internationally recognised Level 2 AAT certificate that will allow you to progress within the finance sector through work or further learning.



**Practical Skills Development:** gain essential skills and real-life workplace experience



**Earn While You Learn:** you'll receive a salary while completing your qualification, so no need to worry about student debt. National Minimum Apprenticeship Wage applies, but some employers pay more.



**Ongoing Support:** you'll have a workplace mentor and LMP tutor, providing 1-2-1 support through your learning journey.



**Career Progression Pathway:** this apprenticeship opens the door to further qualifications such as the Level 3 Assistant Accountant Apprenticeship and beyond.



**Industry Experience and Mentorship:** gain valuable hands-on experience while working alongside experienced finance professionals.



**Innovative Learning Methods:** this programme is delivered through flexible online lessons and virtual classroom learning. On-demand access to high quality courses means that you can study on your own terms, as your work schedule allows.



**EPA exam fees and registration costs** are covered by LMP including 1 resit, if needed. NB. Diploma exam costs or resit fees are not covered by LMP.

## What will you learn

Throughout the programme you will develop a variety of skills to support your work. These include dealing effectively with a range of stakeholders, utilising relevant office and accounting software packages to input and manage data, and the ability to reconcile data to minimise the chance of errors.

We have partnered with Mindful Education to deliver this apprenticeship through an online and virtual classroom model. You will study online materials during allotted time at work and also attend regular virtual sessions with an LMP tutor.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.

Virtual Classroom – benefit from regular virtual classes with an experienced tutor. A combination of tutor-led work, group exercises and discussion encourage you to apply theory to real-life workplace situations.



# Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online courses
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.



**Striving for a Distinction** - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

## End point assessment

End-point assessment (EPA) is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete an EPA. There are a variety of assessment methods to test apprentices' competency.

## Gateway

Gateway takes place before an EPA can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they are ready to take the assessment.

## Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.

[Learn more about functional skills at LMP →](#)

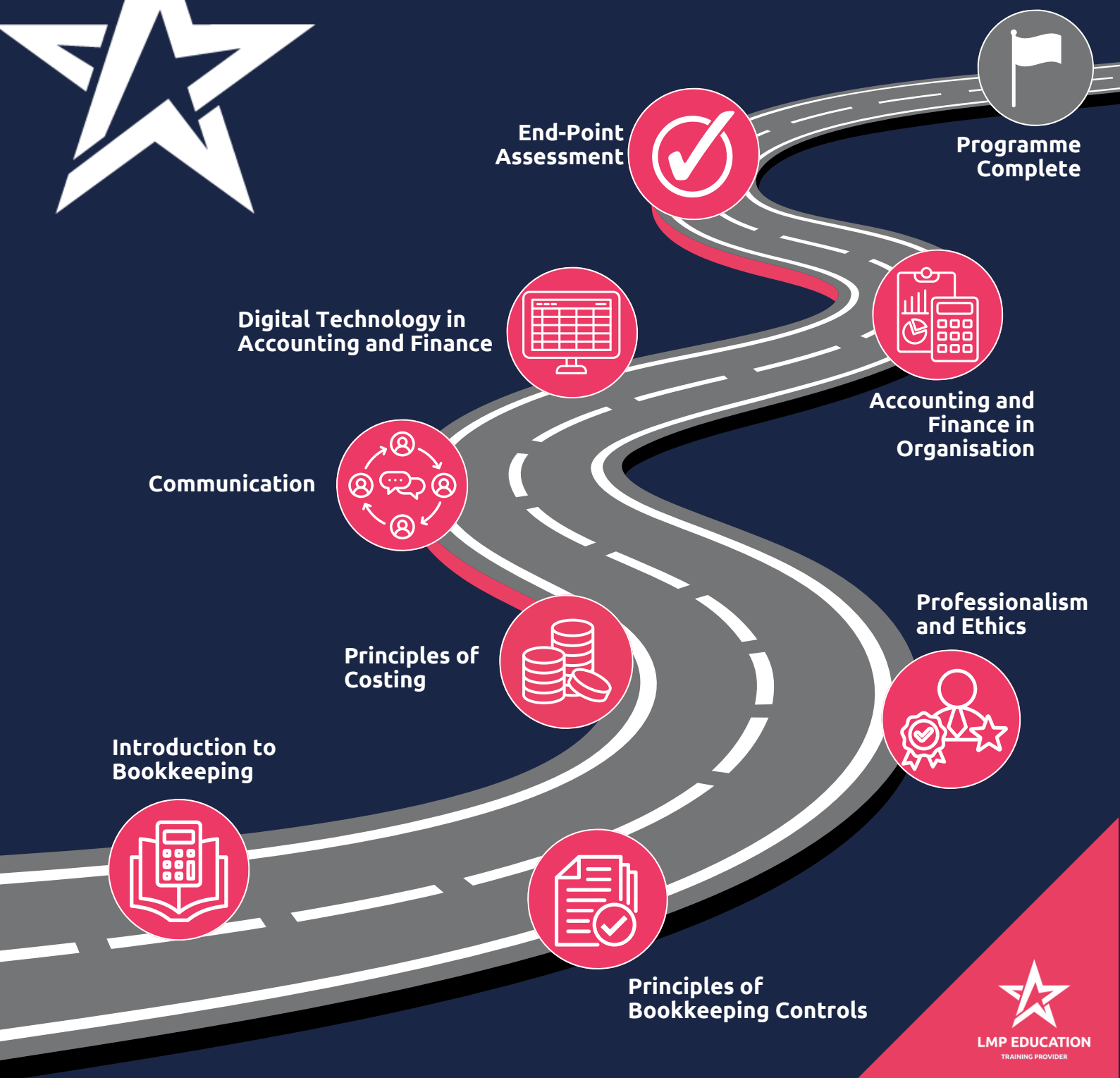




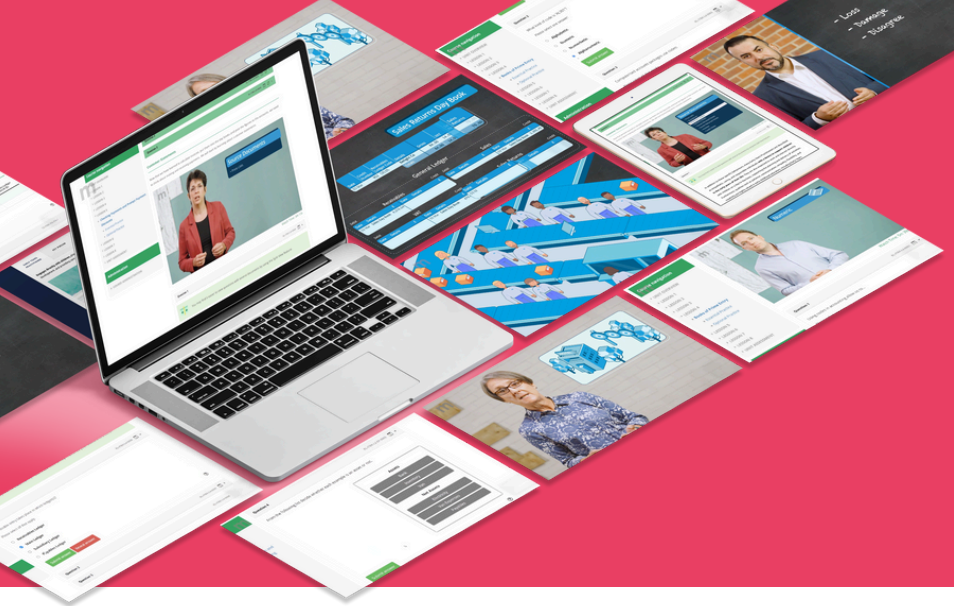
# MILESTONES OF LEARNING

**Accounts or Finance  
Assistant**

**LEVEL 2 APPRENTICESHIP PROGRAMME**



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# MODULES INCLUDE

## Introduction to Bookkeeping (+ Exam)

**Content includes:** Manual and Digital Bookkeeping Systems, including the associated documents and processes, Basic Principles of Double-Entry Bookkeeping Systems.

## Principles of Bookkeeping Controls (+ Exam)

**Content includes:** Control Accounts, Journals, Reconciliations, VAT, Ledger Accounts, Correction of Errors, Trial Balance

## Principles of Costing (+ Exam)

**Content includes:** The Importance of Costing Systems, Cost Recording Techniques, Actual and Budgeted Cost and Income, Tools and Techniques to Support Cost Calculations

## The Business Environment (Part of EPA)

**Content includes:** Principles of Contract Law, External Business Factors, CSR and Ethics, Business Entities, Communication

## Professionalism and Ethics

**Content includes:** Ethics, Planning and Reviewing Financial Tasks, Principles of Data Handling, Working Collaboratively on Finance and Accounting Activities

## Communication

**Content includes:** Delivering Accurate and Timely Results, Communication with Different Stakeholders

## Digital Technology in Accounting and Finance

**Content includes:** Using Finance and Accounting Software Packages, Inputting and Managing Data, Cyber and Data Security Requirements, Using Data Securely and Safely

## Accounting and Finance in Organisation

**Content includes:** Principles of English Law, Different Types of Legal Entity, The Role of Accounts and Finance within Organisations, Principles of Bookkeeping controls, Costing, CSR, Rectifying Routine Errors

# Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.



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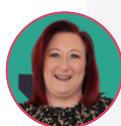


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## Our Employers Say

“Our finance apprentices have had such a great learning experience with LMP and they have gone on to progress in their careers. LMP Education is our first choice for funded training programmes.”



**Rachel Broadhead, Talent Acquisition Manager,  
TIEVA**

## Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.



**Employers - book a discovery call  
with an apprenticeship expert**

[bit.ly/lmp-call](https://bit.ly/lmp-call)



**Candidates - enrol today online  
check website for cohort start date**

[bit.ly/account-l2](https://bit.ly/account-l2)

