

Professional Accounting Technician

LEVEL 4 APPRENTICESHIP PROGRAMME

Supporting Finance Career Development Including
Comprehensive Understanding of Accounting Principles

75%

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

PROGRAMME SUMMARY



Apprenticeship level
Level 4



Typical duration
24 months



Training method
**Online & Virtual
Classroom**



Assessment method
**Portfolio & Role
Simulation**



Cost/funding value
£12,000



EPA organisation
AAT

About the Programme

Take your finance career to the next level with this **Level 4 Professional Accounting Technician Apprenticeship** with LMP Education. It is a great way to gain practical accounting skills while being employed in a finance role, earn a recognised qualification, and launch a career in accounting without needing a full university degree.

Who is this programme for?

This funded training programme is designed to provide aspiring accountants with a comprehensive understanding of **accounting principles, practices and regulations**. The learning materials for this programme include online and virtual classroom learning through Mindful Education.

Employer Benefits

- Investing in a **Level 4 Professional Accounting Technician Apprenticeship** is a strategic move for businesses looking to strengthen their finance team with highly skilled professionals. This apprenticeship provides advanced accounting knowledge and practical expertise, helping employers build a more efficient and compliant financial operation.
- Employers can **train existing or new employees at a reduced cost, with up to 95-100% government funding** available through the Apprenticeship Levy or other funding schemes.
- Build a highly skilled finance team with the latest advanced skills to improve **business decision-making, financial accuracy and regulatory compliance**.
- This apprenticeship helps **prepare employees for senior finance roles, such as Finance Manager, Senior Accountant, or Financial Analyst**. Employers can develop future leaders from within, ensuring a **strong talent pipeline** and reducing the need for external recruitment.



LMP EDUCATION
TRAINING PROVIDER

Professional Accounting Technician

LEVEL 4 APPRENTICESHIP PROGRAMME

Typical Job Roles

Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Bookkeeper and Commercial Analyst.

Progression Routes

On successful completion of this Level 4 Professional Accounting Technician Apprenticeship programme, you can progress to higher levels of the AAT accounting qualifications, secure a fulltime role or go into further education.

If you have one year's experience upon completion, you can also apply to be a MAAT. From there, after 5 years of MAAT membership, you can apply to become FMAAT. This programme can also lead to chartered status.

Career Pathways



**Professional Accounting
Technician**

Level 4



MAAT Application

#INSPIRINGAMBITION

Learner Benefits



Internationally Recognised AAT Qualification: upon completion of this programme you will receive an internationally recognised Level 4 AAT certificate that will allow you to progress within the finance sector through work or further learning. You can also apply for AAT full membership and achieve professional AAT (MAAT) status.



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



Earn While You Learn: you'll receive a salary while completing your qualification, so no need to worry about student debt.



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 and beyond.



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



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

This comprehensive course blends theoretical learning with practical application, covering essential accounting principles such as understanding the transactional processes, business strategy and how to enter accounting transactions, perform a reconciliation, correct errors and produce a range of reports using a computerised accounting system.

Throughout the programme you will develop a variety of skills to support your work. These include applied management accounting, drafting and interpreting financial statements, internal accounting systems and controls.

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.

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 →](#)



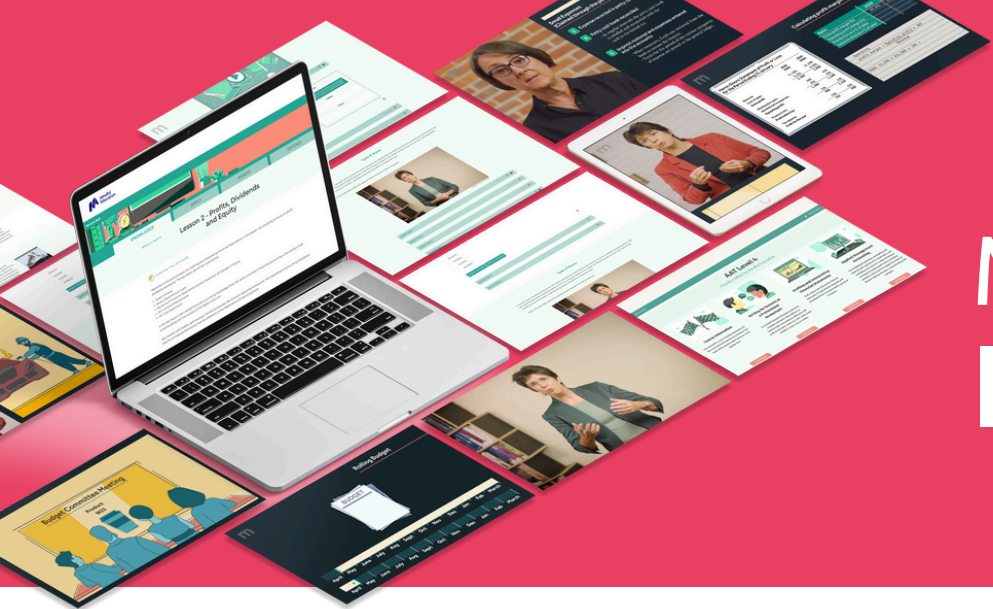
MILESTONES OF LEARNING

Professional Accounting Technician

LEVEL 4 APPRENTICESHIP PROGRAMME



LMP EDUCATION
TRAINING PROVIDER



MODULES INCLUDE

Applied Management Accounting (+ Exam)

Content includes: Understand and Implement the Organisational Planning Process, Techniques to Aid Short-term and Long-term Decision Making, Analyse and Report on Business Performance

Drafting and Interpreting Financial Statements (+ Exam)

Content includes: Understanding the Reporting Frameworks, Statutory Financial Statements for Limited Companies, Draft Consolidated Financial Statements, Interpret Financial Statements Using Ratio Analysis

Internal Accounting Systems and Controls (+ Exam)

Content includes: Understand the Role and Responsibilities of the Accounting Function, Evaluate Internal Control Systems, Understand the Impact of Technology on Accounting Systems, Recommend Improvements to an Organisation's Reporting system

+ 2 Optionals Units (+ Exam)

Content includes: List of optional units please visit [AAT L4 Diploma in Professional Accounting](#)

Ethical Standards

Content includes: Understand and apply the relevant ethical standards to their own behaviour and appropriately challenge the actions of others where they do not meet these standards.

Business Awareness

Content includes: The industries and environments in which an organisation operates, including customer and supplier needs, in order to create and/or validate and/or report financial information.

Regulation and Compliance

Content includes: Understand and apply professional standards and legal regulations to an organisation's financial information, and to comply with the fundamental principles of integrity, objectivity, professional competence and due care and confidentiality.

Systems and Processes

Content includes: Understanding of Financial and IT Systems, Evaluate Systems and Recommend Improvements, Basic Understanding of External and Internal Audit's Function

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.



LMP EDUCATION
TRAINING PROVIDER

020 3836 4380



INFO@LMPEDUCATION.ORG



WWW.LMPEDUCATION.ORG



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 finance 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



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

bit.ly/account-l4

