



# ACCOUNTING APPRENTICESHIP

## Does this sound like you?

- Good at maths
- Strong IT skills
- Trustworthy
- Accurate and precise
- Well organised
- Interested in financial processes

## Career Ideas

- Accounts Clerk
- Credit Control Assistant
- Finance Assistant
- Purchase Ledger Clerk
- Book Keeper
- Finance Office Manager

## DID YOU KNOW

Running a business involves a lot of financial activities, from expenses and bills to taxes and payroll. Accountants keep track of all these things and more to make sure that businesses – both large and small – manage their money properly. Having an interest in numbers is a great start if you want to work in accounting.

## Where are they now?

We are proud to help hundreds of local students succeed in the business world through an Apprenticeship programme. Read their stories on pages 114-117.

# Accounting Apprenticeship

## LEVEL 2

**Duration** 12 – 18 months  
**Entry Requirements**  
No formal qualifications required.

**Study Area:** Your chosen place of work and Leek College.

**Course Outline:** This Apprenticeship will involve you helping a business or organisation to manage their money. There are many things that Accountants can do to help businesses succeed. This variety often makes it an attractive profession to pursue. You could work in literally any industry and apply your skills to any business type; from large public sector companies and major corporations to football clubs and small media firms. You'll learn how to balance accounts, process invoices and payments, complete VAT returns, and help prepare financial statements and reports. Depending on whether you work for a large or small company, you could be specialising in one particular area or carrying out all these tasks.

**Further Study:** Accounting Advanced Apprenticeship Level 3

# Accounting Advanced Apprenticeship

## LEVEL 3

**Duration** 12 – 24 months  
**Entry Requirements**  
No formal qualifications required. However, dependant on job role.

**Study Area:** Your chosen place of work and Leek College.

**Course Outline:** The Advanced Apprenticeship builds on the skills learned at Level 2.

**Further Study:** You can progress to university or other specific career related courses.

Links to look at

[www.skillsbaseapprentice.co.uk](http://www.skillsbaseapprentice.co.uk)

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.aat.org.uk](http://www.aat.org.uk)

Scan the QR code using a Smartphone to access our Apprenticeship courses on your mobile

