

# Professional Accounting/Taxation Technician Apprenticeship Standard



## Role/Occupation: Professional Accounting/ Taxation Technician

### Level 4

**Overview:** Working as an accountant or bookkeeper for an accounting practice, business, organisations or HMRC

A Professional Accounting/Tax Technician will have responsibility for creating and/or verifying and reviewing accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical professional and legal standards and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or organisation.

Apprentices will cover two areas of specialism, accounting and tax. They will meet the core requirements common to both areas and one of the two technical knowledge option requirements. In addition to the Knowledge, Skills and Behaviours required for the apprenticeship, a Professional Accounting/Taxation Technician apprentice will study the following modules to achieve AAT L4 qualification:

- Financial Statements of Limited companies
- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Accounting Systems and Controls
- Optional Unit 1
- Optional Unit 2
- Professional Synoptic Assessment

Examples of roles as a Professional Accounting/Tax Technician include, but are not limited to: Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Bookkeeper, Commercial Analyst, Payroll Manager, Senior Bookkeeper, Senior Financial Officer, Tax Investigations Officer, Personal Tax Assistant, Business Tax Assisant.

#### DURATION

The apprenticeship will typically take 18-24 months to complete.

#### ENTRY REQUIREMENTS

Individual employers set the selection criteria, however most candidates will have Level 2 Maths and English (equivalent to GCSE grade C/4 or above) ideally as part of 5 GCSE A-C (9-4) grades or other comparable qualifications.

#### ENGLISH & MATHS

Apprentices without Level 2 English or Maths will need to achieve this prior to taking their End Point Assessment.

For those with an education, health and care plan or a legacy statement, the minimum English and Maths requirement is Entry Level 3. For those whose primary language is British Sign Language, BSL qualifications are an alternative to English qualifications.

## QUALIFICATIONS

There are no mandatory qualifications for this apprenticeship standard, however apprentices will have the opportunity to sit AAT L4 as part of their apprenticeship.

## LINK TO PROFESSIONAL REGISTRATION

Apprentices who achieve AAT L4 will be eligible to apply for full AAT membership. Completion of the Professional Accounting/Tax Technician Apprenticeship may lead to the candidate receiving credits towards the completion of the Chartered Accountancy/Taxation qualifications provided by the relevant Professional Bodies and/or result in credits being awarded towards relevant undergraduate degree programmes.

## COMPETENCIES

Knowledge	What is required
Option 1: Accounting	<p>Knowledge and understanding of the core elements of double entry bookkeeping and accounting standards which enable accountants to create and report financial information to the users of accounts</p> <p>A Professional Accounting Technician will understand and/or validate the accounting standards for basic accounts preparation and/or the drafting of financial statements</p> <p>Depending on role they will also have specialist knowledge in other aspects of accounting, e.g. management accounting and tax accounting</p>
Option 2: Tax	<p>A Professional Tax Technician will be required to have knowledge and understanding of the core elements of personal and business taxation and accounting principles. They will be required to:</p> <ul style="list-style-type: none"> <li>○ Prepare tax calculations</li> <li>○ Prepare government forms</li> <li>○ Understand and comply with filing deadlines</li> <li>○ Document client paperwork</li> </ul> <p>Depending on their role, they will also have specialist knowledge in other areas, e.g. Business Compliance, VAT, Inheritance Tax, Trusts &amp; Estates, Corporate Tax</p>
Business Awareness	<p>Financial information is an outcome of organisation's activities in industries &amp; environment in which it operates</p> <p>In its simplest form, financial information reflects the transactions arising from the purchase and sale of products and services</p> <p>A Professional Accounting/Tax Technician will understand 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</p>
Ethical Standards	<p>Ethics and integrity are fundamental to the role of all finance professionals as they often independently verify financial information that affects individuals and institutions that are separate from the management of an organisation</p> <p>A Professional Accounting/Tax Technician will 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</p>

<b>Knowledge</b>	<b>What is required</b> <i>(Continued)</i>
Regulation & Compliance	Accounting and Tax are governed by a series of standards and regulations which must be applied where relevant A Professional Accounting/Tax Technician will be able to understand and apply professional standards and legal regulations to an organisation's financial information and comply with fundamental principles of integrity, objectivity, professional competence, due care and confidentiality
Systems & Controls	Financial information is created, verified and reported via a combination of systems and processes, such as: accounting/tax systems, internal control systems, IT systems An understanding of these systems and processes is fundamental to an accountant's ability to perform role A Professional Accounting/Tax Technician will be able to understand & evaluate an organisation's systems & processes & make recommendations for improvement, as appropriate Depending on their role they may also have basic understanding of external and internal audit's function in giving assurance over these systems and processes

<b>Skills</b>	<b>What is required</b>
Analysis	Create and interpret information and show how that information can be used most effectively to add value to the organisation
Communication	Effectively communicate relevant information across the organisation and to appropriate stakeholders in both written and verbal forms
Leadership	Proactively manage own development & is committed to the job and their profession
Planning & Prioritisation	Work to tight deadlines and respond to changing priorities Effectively plan and prioritise time and co-ordinate the input of others in order to meet both deadlines and changing priorities
Produces Quality & Accurate Information	Apply accounting/tax knowledge to consistently deliver high quality, accurate data and information in a timely fashion
Team Working & Collaboration	Work effectively in a team and with others, maintaining effective, professional working relationships both internally and externally across organisations
Uses Systems & Processes	Understand systems and processes of organisation sufficiently, as applicable to role Proficient in the IT systems applicable to the role

<b>Behaviours</b>	<b>What is required</b>
Adaptability	Willing to both listen & learn & to accept changing priorities & working requirements Has the flexibility to maintain high standards in a changing environment
Adding Value	Actively engage in the wider business, as appropriate, and look to provide information that positively contributes to influencing business decisions Continually strive to improve own working processes and those of the organisation
Ethics & Integrity	Honest and principled in all of their actions and interactions They will respect others and meet the ethical requirements of profession

Behaviours	What is required <i>(Continued)</i>
Proactivity	Takes responsibility Demonstrates the drive and energy to get things done, even under pressure
Professional Scepticism	Demonstrates an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement of financial information due to error or fraud

## ON-PROGRAMME DELIVERY

As part of our delivery, apprentices will be invited to attend AAT L4 lessons to underpin the knowledge elements of the apprenticeship. In addition, apprentices are required to build a portfolio of evidence during their time on the programme.

Each apprentice will be allocated a Coach to support ongoing learning and preparation for End Point Assessment. In addition, Progress Reviews will take place regularly to ensure the apprentice is on track. All apprentices will be invited to attend relevant workshops to support the development of the Knowledge, Skills and Behaviours

## END POINT ASSESSMENT

The EPA consists of two assessment methods:

1. A Portfolio of Evidence
2. Role Simulation

The EPA will be conducted by an Independent External Assessment Organisation (IEAO).

## PROGRESSION

Please talk to us about progression from this apprenticeship.

## REALITY CHECK

- Previous accounting qualification (A-Level/AAT L2/3) or extensive accounts experience will be beneficial
- Lessons – day release at Cirencester College
- Expectation of significant amounts of homework and self-study
- Time and support required from the employer to the apprentice during the apprenticeship to include: regular Performance Reviews, relevant off the job training and preparation for the final EPA
- Employer has to be involved in the EPA and provide support and time to the apprentice in preparation for the EPA

## COSTINGS

### Maximum Funding Band: £8,000

The cost of the apprenticeship will be negotiated with you in line with Government guidelines

Additional Costs:

- AAT Registration - £48
- AAT Annual Membership Fees - £99
- Examination Fees - £235 to certificate Level 3 Diploma
- Re-sits - £52-£500
- Optional - IT Functional Skills Level 2 - £200

**PLEASE CONTACT APPRENTICESHIPS@CIRENCESTER.AC.UK FOR FURTHER INFORMATION**  
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