



Accounts or finance assistant

Key information

Reference: ST0608

Version: 1.4

Level: 2

Typical duration to gateway: 12 months

Typical EPA period: 3 months

Minimum hours for compliance : 278

Route: Legal, finance and accounting

Integration: None

Maximum funding: £7000

Date updated: 01/07/2024

Approved for delivery: 19 July 2019

Lars code: 488

EQA provider: Ofqual

Example progression routes:

Assistant accountant,
Business administrator,
Data technician,
Financial services administrator,
Pensions administrator,
Investment operations technician,
Advanced credit controller and debt collection specialist,
Compliance and risk officer,
Insurance practitioner,
Senior financial services customer adviser
Review: this apprenticeship will be reviewed in accordance with our change request policy.

Apprenticeship summary

Occupational standard

EPA plan

Apprenticeship summary

Overview of the role

Maintaining an efficient and accurate finance function within a business.

Occupation summary

This occupation is found in organisations of all sizes whether small, medium, large or global.

They may work in the accounts or finance department of a company, a solo owned business or partnership. In the public sector they may work in settings such as local government, hospitals, schools and colleges. They may work within a firm of accountants providing services to a range of clients.

The broad purpose of the occupation is to carry out accounting and finance tasks. These tasks support the creation of items such as financial statements and other data. Their work is carried out under supervision following set procedures for most tasks. Such tasks may include financial

data entry, reconciling figures, trial balances, double-entry bookkeeping, handling accounts payable and receivable.

An accounts or finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within an organisation.

The accounts or finance assistant is responsible for assisting accountants with routine duties. These can vary depending on the team structure and size of business. They use digital finance and accounting systems and tools to collate and enter data. An accounts or finance assistant's work would include tasks such as financial and accounting data entry and basic bookkeeping duties. They will also work with sales or purchase ledgers. They will run calculations to ensure that records and payments are correct and may be involved in the recording of cash transactions.

In their daily work, an accounts or finance assistant interacts with a wide range of internal and external stakeholders. This could include junior colleagues, supervisors, senior managers, clients and customers, suppliers, lenders and government agencies.

An accounts or finance assistant will gather and input financial data and check that work for errors. They work under supervision to contribute towards the creation of accurate financial statements and data to help the organisation run effectively.

Typical job titles include:

Accounts administrator

Accounts assistant

Accounts payable clerk

Assistant bookkeeper

Business accounts administrator

Cost accountant assistant

Finance assistant junior

Junior cashier

End-point assessment summary

ST0608, accounts or finance assistant level 2

This is a summary of the key things that you – the apprentice and your employer need to know about your end-point assessment (EPA). You and your employer should read the EPA plan for the full details. It has information on assessment method requirements, roles and responsibilities, and re-sits and re-takes.

What is an end-point assessment and why it happens

An EPA is an assessment at the end of your apprenticeship. It will assess you against the knowledge, skills, and behaviours (KSBs) in the occupational standard. Your training will cover the KSBs. The EPA is your opportunity to show an independent assessor how well you can carry out the occupation you have been trained for.

Your employer will choose an end-point assessment organisation (EPAO) to deliver the EPA. Your employer and training provider should tell you what to expect and how to prepare for your EPA.

The length of the training for this apprenticeship is typically 12 months. The EPA period is typically 3 months.

The overall grades available for this apprenticeship are:

- fail
- pass
- distinction

When you pass the EPA, you will be awarded your apprenticeship certificate.

EPA gateway

The EPA gateway is when the EPAO checks and confirms that you have met any requirements required before you start the EPA. You will only enter the gateway when your employer says you are ready.

The gateway requirements for your EPA are:

- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- passed any other qualifications listed in the occupational standard

For the accounts or finance assistant, the qualification required is:

AAT Level 2 Certificate in Accounting

Institute of Certified Bookkeepers Certificate in Bookkeeping

Institute of Accountants and Bookkeepers Level 2 Certificate in Accounting and Business

Assessment methods

Interview

You will have an interview with an independent assessor. It will last at least 60 minutes. They will ask you at least 6 questions. You will have the opportunity to demonstrate the knowledge, skills and behaviours you have learned.

Knowledge test (integrated)

In the knowledge test you will answer questions in a controlled and invigilated environment.

Who to contact for help or more information

You should speak to your employer if you have a query that relates to your job.

You should speak to your training provider if you have any questions about your training or EPA before it starts.

You should receive detailed information and support from the EPAO before the EPA starts. You should speak to them if you have any questions about your EPA once it has started. Reasonable adjustments

If you have a disability, a physical or mental health condition or other special considerations, you may be able to have a reasonable adjustment that takes this into account. You should speak to your employer, training provider and EPAO and ask them what support you can get. The EPAO will decide if an adjustment is appropriate.

Professional recognition

This apprenticeship aligns with Institute of Certified Bookkeepers for Associate AICB

Please contact the professional body for more details.

This apprenticeship aligns with Institute of Accountants and Bookkeepers for Associate AIAB

Please contact the professional body for more details.

Version log

Version	Change detail	Earliest start date	Latest start date
1.4	Occupational standard, end-point assessment plan and funding band revised	01/07/2024	Not set
1.3	End-point assessment plan revised	23/06/2023	30/06/2024
1.2	End-point assessment plan revised	17/02/2023	22/06/2023
1.1	End-point assessment plan and standard revised	26/07/2022	16/02/2023
1.0	Approved for delivery	19/07/2019	25/07/2022

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