



# Why Work as an... Accounts or Finance Assistant

A solution for your training needs and career progression

## ROLE OVERVIEW

The broad purpose is to carry out accounting and finance tasks. These tasks support the creation of items such as financial statements and other data. 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.

## KEY POINTS

- **Level:** 2
- **Duration:** 12 months + End Point Assessment
- **Entry requirements:** You may be required to undertake training in maths and English. See [HERE](#) for more information
- **Career progression:** Financial Services Customer Advisor, Business Administrator, Investment Operations Technician

## KNOWLEDGE REQUIREMENTS

- The different types of legal entity and organisational structures and their relevance for financial and accounting activities
- Principles of using and maintaining financial records including accounts payable, accounts receivable, cash management and payroll
- Principles of bookkeeping and controls
- The differences between financial and management accounting
- Principles of corporate social responsibility (CSR), ethics and sustainability regarding finance and accounting

## SKILL REQUIREMENTS

- Record transactional data
- Use the organisation's standard tools and processes to examine data to identify transactional issues such as, reconciliations and inconsistencies between invoices
- Use finance and accounting software packages to accurately input and manage data to contribute to routine accounting tasks
- Handle data and digital technology in line with cyber and data security requirements, using data securely and safely, including backing up data

## BEHAVIOUR REQUIREMENTS

- Self-motivated to seek and act upon feedback, displaying commitment to personal and professional development
- Vigilant in their approach to accounting and finance tasks, paying close attention to detail and aware of the consequences of errors
- Professional in their approach to their work and others to meet the requirements of professional ethics and codes of conduct
- Focussed on the importance of delivering excellent service, identifying, meeting or exceeding stakeholder expectations

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