

Accounts or Finance Assistant

Level: 2

Duration: 12 months

This role involves supervised accounting tasks like data entry, reconciling figures, bookkeeping, and managing accounts to support the preparation of financial statements and accurate financial records.



Apprenticeship overview

Core skills, knowledge and behaviours you will learn

- Principles of English law that may have an impact when working in accountancy
- The role of accounts and finance within an organisation including interaction with internal and external stakeholders
- Foundations of professional ethics and codes of conduct in a finance and accounting environment
- To use finance and accounting software packages
- How to handle data and digital technology in line with cyber and data security requirements
- Vigilance in your approach to accounting and finance tasks, paying close attention to detail

Where you might work

- Within a finance department of a company
- In the public sector
- Within a firm of accountants

Typical job roles

- Accounts Administrator
- Accounts Assistant
- Accounts Payable Clerk
- Assistant Bookkeeper
- Business Accounts Administrator
- Cost Accountant Assistant
- Finance Assistant Junior
- Junior cashier

Good to know!

Attention to detail is key

Team work is valued

Work is likely to be office-based, using a computer

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