



PROFESSIONAL ACCOUNTING/TAXATION TECHNICAL LEVEL 4

EMPLOYER COSTINGS

[www.craven-college.ac.uk/
apprenticeship-costings](http://www.craven-college.ac.uk/apprenticeship-costings)

DURATION & ATTENDANCE

1 ½ - 2 years - Day release

START DATES

Roll on roll off

END ASSESSMENT

End Point Assessment
Synoptic Exam
Portfolio and Reflective Discussion

QUALIFICATION

Level 4 Apprenticeship Standard
Professional Accounting/Tax Technician
Option to sit AAT Exams

WAGES

[www.gov.uk/apprenticeships-
guide/pay-and-conditions](http://www.gov.uk/apprenticeships-guide/pay-and-conditions)

OVERVIEW

Individuals in the role of 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 other organisation.

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, Commercial Analyst, Payroll Manager, Senior Bookkeeper, Senior Financial Officer, Tax Investigations Officer, Personal Tax Assistant and Business Tax Assistant.

ENTRY REQUIREMENTS

- Ideally candidates will have 5 GCSEs grade 9-4 (A*-C) including English and Maths

KNOWLEDGE

- Technical Knowledge
- Business Awareness
- Ethical Standards
- Regulation & Compliance
- Systems & Processes

SKILLS

- Analysis
- Communication
- Leadership
- Planning & Prioritisation
- Produces Quality & Accurate Information
- Team Working & Collaboration
- Uses Systems & Processes

BEHAVIOURS

- Adaptability
- Adding Value
- Ethics & Integrity
- Proactivity
- Professional Scepticism

DELIVERY MODEL

- Monthly workplace LDA visits
- Portfolio building - work based evidence
- College attendance 1 day per week during term time
- 20% off the job training tracked

To find out more about this qualification please contact: Craven College Apprenticeships Team on:
01756 693 680 or email: apprenticeships@craven-college.ac.uk