



PROFESSIONAL ACCOUNTING TECHNICIAN LEVEL 4 STANDARD

OCCUPATIONS



Individuals in the role of a **Professional Accounting/Taxation 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. 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 job roles may include, but are not limited to: **Assistant Management Accountant, Assistant Financial Accountant, Payroll Manager, Senior Bookkeeper, Personal/Business Tax Assistant.**

REQUIREMENTS



A successful apprentice will have met the core requirements common to areas of accounting and tax, including technical knowledge and ethical standards. More specific entry requirements will be decided by the employer, all learners must have a Level 2 or equivalent qualification in English and maths prior to completion.

QUALIFICATIONS & ASSESSMENT

Typically this apprenticeship will take 18-24 months to complete.

The AAT Professional Diploma in Accounting can be used as the on-programme learning element of the apprenticeship. The end-point assessment will consist of two parts: a role simulation, covered in an AAT synoptic assessment, and a portfolio of evidence demonstrating the competencies and behaviours in the standard.

The reflective statement can be a written statement, a presentation, or a professional discussion, and will be assessed by two independent assessors. Upon completion, learners can apply for full AAT membership if they completed the Professional Diploma.

Units will include:

- **Financial Statements of LTD companies**
- **Management Accounting: Budgeting**
- **Management Accounting: Division and Control**
- **Two optional units to be decided by the apprentice and the employer**

Encompass
Group