



## Professional Accounting Taxation Technician

### Course Overview

- ◆ This apprenticeship programme includes learning about the primary role of a professional accounting/tax technician, who has the responsibility for creating, verifying and reviewing, accurate and timely financial information.
- ◆ The apprentice will work within an accounting practice, the organisation in which they are employed, or on behalf of another organisation.
- ◆ They will ensure that all accounting tasks performed meet the relevant ethical, professional and legal standards.
- ◆ Students gain knowledge on business systems and processes, as well as standard accounting and tax practices. Depending on the role and organisation, they may have to advance their knowledge of professional services and/or HMRC regulations.
- ◆ Some of the core competencies the apprentice will learn include: understanding the core elements of double entry bookkeeping, understanding the core elements of personal and business taxation and accounting principles, understanding and applying professional and legal regulations to an organisation's financial information, effectively communicating relevant information across the organisation and to appropriate stakeholders in both written and verbal formats, and proactively managing their own development showing commitment to the accounting profession.

## Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ Assistant Management Accountant
- ◆ Accounts Payable and Expenses Supervisor
- ◆ Commercial Analyst
- ◆ Senior Bookkeeper
- ◆ Senior Financial Officer
- ◆ Business Tax Assistant

## Duration

- ◆ This apprenticeship takes approximately 24 months for the apprentice to fully complete.

## How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will spend four days in the workplace and one day at college where they will undertake classroom training, portfolio building and will perform practical related projects.

## Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

## Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

## Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further and apply their knowledge within various accounting roles across many sectors.
- ◆ The apprentice may also wish to progress their training further and undertake relevant qualifications related to their role in the workplace.

## Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

## Get in touch

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