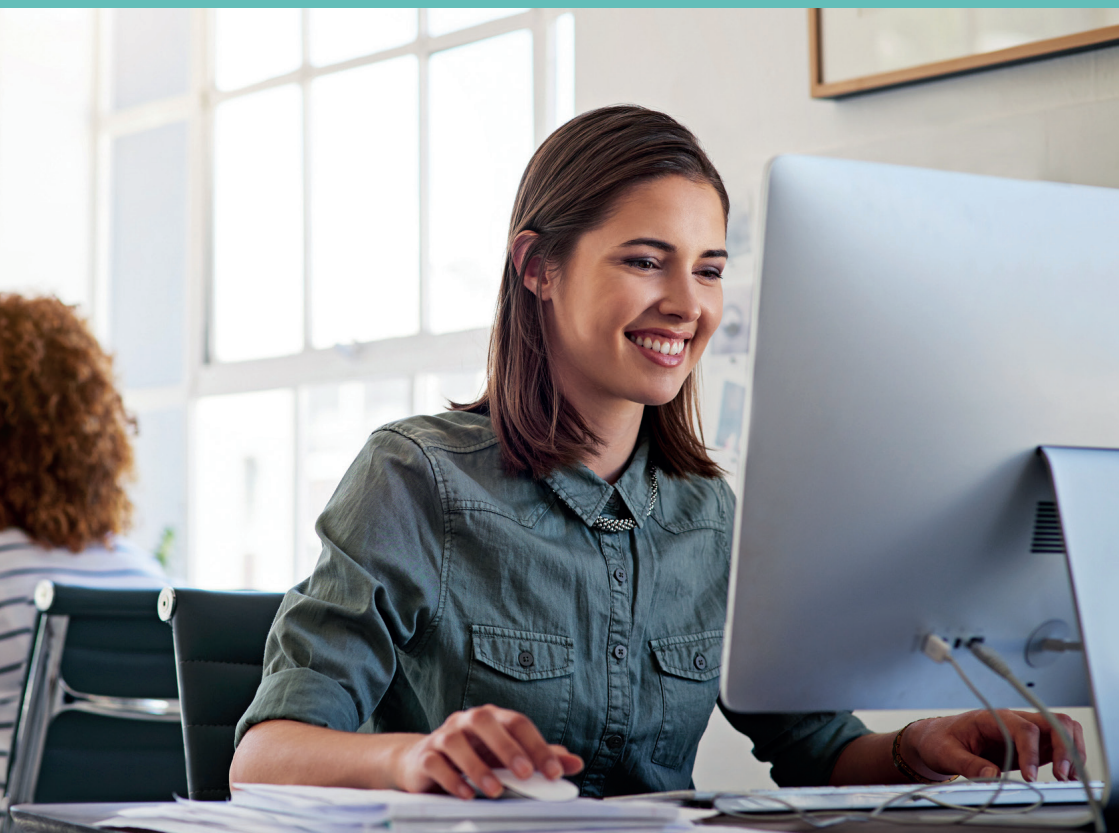


# Accounts/Finance Assistant Apprenticeship



## Flexible Apprenticeship Programmes for Employers

# Accounts/Finance Assistant Apprenticeship

Training and retaining younger and less experienced members of the team can be a challenge for any organisation. Investing in an apprenticeship can bring long-term benefits to your business by building on existing knowledge and skills, improving performance and boosting staff retention in junior and entry-level positions.

West Met Skills offers the Accounts/Finance Assistant Apprenticeship, a new apprenticeship standard for junior members of the accounting team. The knowledge component of the apprenticeship is delivered through the internationally recognised AAT Foundation Certificate (Level 2) qualification.

The apprenticeship will be delivered through our Online and On Campus model, which is an effective way to develop your team, with minimal disruption to your business.

Levy-paying employers can access levy funds to pay for this programme.

## Units of study

The Level 2 apprenticeship covers a range of key areas, including:

- **Bookkeeping transactions**
- **Bookkeeping Controls**
- **Using Accounting Software**
- **Elements of Costing**
- **Work effectively in Finance**

Apprentices will also develop business communications and lifelong learning skills, applying what they learn to the wider industry context.



Our next apprenticeship programme starts soon – get in touch to find out more.

# Flexible learning to suit your business

Our courses are delivered through our Online and On Campus approach. Online lessons can be accessed any time, using a mobile, tablet or desktop, meaning students can fit their study around work and home commitments. This learning is supported through face-to-face classes at college, typically for one day every fortnight.

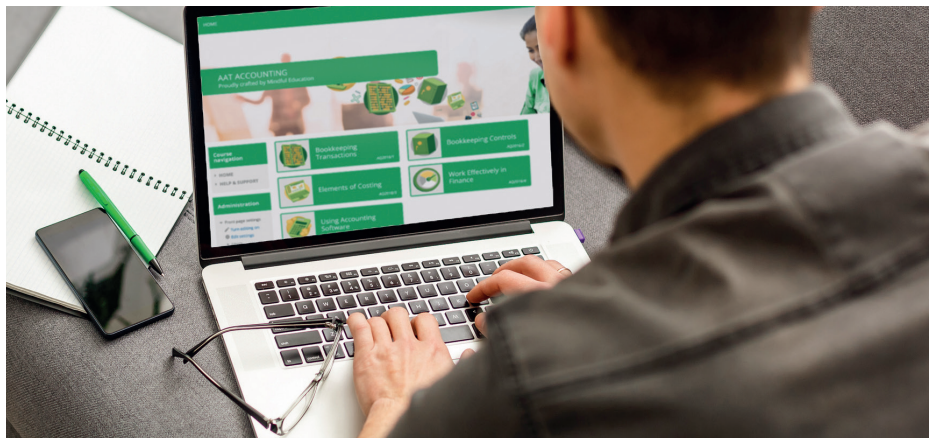
An experienced tutor will lead group exercises and classroom-based teaching to embed learning. This flexible approach to training empowers students, minimises disruption to employers and delivers tangible results in the workplace.



Apprenticeships & Employer Services  
from Harrow College & Uxbridge College



West Met Skills is working in partnership with Mindful Education to deliver flexible Online and On Campus apprenticeships. Mindful Education's award-winning courses provide students with an innovative, media-rich learning experience which is setting new standards in the digital delivery of education.




For more information

📞 01895 853780

✉ [employers@westmetskills.co.uk](mailto:employers@westmetskills.co.uk)

🌐 [www.westmetskills.co.uk/employers](http://www.westmetskills.co.uk/employers)

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