



Accounts or Finance Assistant

☆ Level 2 £ £6,000 📅 12-15 months

1. What the role entails

An Accounts or Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts or Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. An Accounts or Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts or Finance Assistants can work in almost any sector.

2. On-programme assessments

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 1 English and maths
- A Portfolio of Evidence
- One of the following Level 2 qualifications:
 - AAT Foundation Certificate in Accounting
 - ACCA Certificate in Financial and Management Accounting
 - IAB Level 2 Certificate in Bookkeeping
 - ICB Level 2 Certificate in Bookkeeping.

3. Gateway requirements

The employer must be satisfied that the apprentice is consistently working at or above the level set out in the occupational standard. Once the employer is satisfied that the apprentice has demonstrated full competence and that all criteria of the standard has been met, the apprentice can progress through Gateway to the end-point assessment (EPA), as long as all the other Gateway requirements have been met.



NCFE is passionate about creating educational opportunities for all."



4. End-point assessment

The EPA for Accounts or Finance Assistant contains two methods of assessment:

Structured Interview Supported by a Portfolio of Evidence Summary

The Structured Interview will focus on the Portfolio of Evidence completed by the apprentice during the on-programme phase of the apprenticeship. The Independent End-Point Assessor (IEPA) will ask 10 questions and may ask any number of additional follow-up questions within the total time permitted.

Grading: the Structured Interview will last 60 minutes and this assessment method is graded Fail, Pass or Distinction.

In-Tray Test

The In-Tray Test will consist of a combination of questions and data evaluations that cover the knowledge and skills identified in this assessment method. At the start of the In-Tray Test, the apprentice will be presented with background information about one particular scenario. The scenario will require the apprentice to answer 20 multiple-choice questions followed by 3 short-answer questions. The third and final part of the In-Tray Test requires the apprentice to consider the data they have been provided alongside the background information relating to the fictitious organisation.

Grading: the In-Tray Test will last 105 minutes in total and is graded Fail or Pass.

5. Grade aggregation table

Assessment Component	Grade	Grade
In-Tray Test	Pass	Pass
Structured Interview	Pass	Distinction
Overall grade	Pass	Distinction

If an apprentice fails any assessment method, the entire EPA will be deemed an overall Fail.

6. Completion and certification

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

7. What next?

As well as ensuring full competency as an Accounts or Finance Assistant, this standard provides the foundation for progression into a number of career paths and further qualifications in the accounting sector including Level 3 Assistant Accountant.

Why NCFE?

We're an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, social care, digital and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.