

# Business and Management

## Professional Accounting Taxation Technician Level 4 Apprenticeship

### In Brief

#### Start Date / Duration

You can start an apprenticeship at any time. This programme will take 24 months to complete.

#### Entry Requirements

The entry requirements for this apprenticeship will be decided by each employer, but may typically be five GCSEs at grade C/4 or higher including English and maths. It is desirable that you have English and maths at grade C or above but this is not essential as Functional Skills are delivered as part of the apprenticeship programme.

You will need to find an employer to employ you as an apprentice. Please see our [\*\*Apprenticeship vacancies\*\*](#).

#### You will achieve

Level 4 Professional Accounting/Tax Technician Apprenticeship Standard.

### Course 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.

Click here [<https://www.instituteforapprenticeships.org/apprenticeship-standards/>] for further information regarding the Standard Apprenticeship.

## Course Content

### Knowledge

- Technical knowledge
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes

### Skills

- Analysis
- Communication
- Leadership
- Planning and prioritisation
- Produces quality and accurate information
- Uses systems and processes
- Team working and collaboration

### Behaviours

- Adaptability
- Adding value
- Ethics and integrity
- Proactivity
- Professional scepticism

## How will I be assessed?

You will be assessed through on programme assessment of knowledge, skills and behaviour outcomes on-route to final synoptic end point assessment consisting of:

- A synoptic end-test covering the knowledge and skills gained throughout the on- programme stage and detailed in the standard.
- A portfolio and reflective discussion which will comprise of a range of evidence produced in the workplace to show that you have met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

## What Equipment Will I Need?

You will be required to provide paper, writing materials, calculator and a memory stick.

## Where will I study?

You will study within the workplace and attend classes if required at University Campus Barnsley, Church Street, Barnsley, S70 2YW.

## **What can I do next?**

The Professional Accounting/Tax Technician standard allows student registration with a number of UK Professional Bodies in this sector.

Completion of the Professional Accounting/Tax Technician Apprenticeship may lead to you receiving credits towards the completion of the Professional Accountant/Tax Apprenticeship or Chartered Accountancy/Taxation qualifications provided by the relevant professional bodies.

Completion of the Professional Accounting/Tax Technician Apprenticeship may also result in credits being awarded towards relevant undergraduate degree programmes.

## **How much does the course cost?**

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

## **Financial support**

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

## **Extra information**

### **Contact the Apprenticeship Team**

For further information please contact the team on 01226 216166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [mailto:[apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk)]

## **Want to join Barnsley Sports Academy and the Sports Village?**

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>].

## **Additional Learning Support**

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

## **English and Maths**

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 8th June 2022

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started  
Call us on **01226 216 123**