



Professional Accounting Taxation Technician Level 4 Apprenticeship Standard

Role/Occupation:

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.

This occupation covers two areas of specialism, accounting and tax. A successful apprentice will have met the core requirements common to both areas and one of the two technical knowledge option requirements. A competent Professional Accounting/Tax Technician, on completion of the Apprenticeship Standard, will meet the following requirements.

Knowledge	What is Required?
Technical Knowledge	<p>Option 1 – Accounting: Knowledge and understanding of the core elements of double entry bookkeeping and accounting standards enable accountants to create and report financial information to the users of accounts. A Professional Accounting Technician will understand and / or validate the accounting standards for basic accounts preparation and / or the drafting of financial statements. Depending on their role they will also have specialist knowledge in other aspects of accounting, for example management accounting and tax accounting.</p> <p>Option 2 – Tax: A Professional Tax Technician will be required to have knowledge and understanding of the core elements of personal and business taxation and accounting principles. They will be required to prepare tax calculations, prepare government forms, understand and comply with filing deadlines, and document client paperwork. Depending on their role they will also have specialist knowledge in other areas of taxation, for example Business Compliance, VAT, Inheritance Tax, Trusts and Estates and Corporate Tax.</p>

Business Awareness	Financial information is an outcome of an organisation's activities in the industries and environments in which it operates. In its simplest form, financial information reflects the transactions arising from the purchase and sale of products and services. A Professional Accounting/Tax Technician will understand the industries and environments in which an organisation operates, including customer and supplier needs, in order to create and / or validate and / or report financial information.
Ethical Standards	Ethics and integrity are fundamental to the role of all finance professionals as they often independently verify financial information that affects individuals and institutions that are separate from the management of an organisation. A Professional Accounting/Tax Technician will understand and apply the relevant Ethical Standards to their own behavior and appropriately challenge the actions of others where they do not meet these standards.
Regulation and Compliance	Accounting and Tax are governed by a series of standards and regulations which must be applied where relevant. A Professional Accounting/Tax Technician will be able to understand and apply professional standards and legal regulations to an organisation's financial information, and to comply with the fundamental principles of integrity, objectivity, professional competence and due care and confidentiality.
Systems and Processes	Financial information is created, verified and reported via a combination of systems and processes, such as accounting/tax systems, internal control systems and IT systems. An understanding of these systems and processes is fundamental to an accountant's ability to perform their role. A Professional Accounting/Tax Technician will be able to understand and evaluate an organisation's systems and processes and make recommendations for improvement, as appropriate. Depending on their role they may also have a basic understanding of external and internal audit's function in giving assurance over these systems and processes.

Skills	What is Required?
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Analysis	Create and interpret information, and show how that information can be used most effectively to add value to the organisation.
Communication	Effectively communicate relevant information across the organisation and to appropriate stakeholders in both written and verbal formats.
Leadership	Proactively manage their own development and is committed to the job and their profession.
Planning and Prioritisation	Work to tight deadlines and respond to changing priorities. Effectively plan and prioritise time and co-ordinate the input of others in order to meet both deadlines and changing priorities.

Produces Quality and Accurate Information	Apply accounting/tax knowledge to consistently deliver high quality, accurate data and information in a timely fashion.
Team Working and Collaboration	Work effectively in a team and with others, maintaining effective, professional working relationships both internally and externally across organisations.
Uses Systems and Processes	Understand the systems and processes of the organisation sufficiently, as applicable to the role. Proficient in the IT systems applicable to the role.

Knowledge

What is Required?

Adaptability	Willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing environment.
Adding Value	Actively engage in the wider business, as appropriate, and look to provide information that positively contributes to influencing business decisions. Continually strive to improve own working processes and those of the organisation.
Ethics and Integrity	Honest and principled in all of their actions and interactions. They will respect others and meet the ethical requirements of their profession.
Proactivity	Takes responsibility. Demonstrates the drive and energy to get things done, even under pressure.
Professional Scepticism	Demonstrates an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement of financial information due to error or fraud.

Duration

Typically 15 to 18 months

Level

Level 4

Entry Requirements

Individual employers will identify entry requirements in terms of previous qualifications, training or other criteria. Most candidates will have Level 2 Maths and English (equivalent to GCSE grade C or above), ideally as part of 5 GCSE A-C grades or other comparable qualifications. Apprentices without English or Maths at Level 2 must achieve this prior to the completion of the Apprenticeship.

Qualifications and Career Progression

The Professional Accounting/Tax Technician standard allows student registration with a number of UK Professional Bodies in this sector. If a candidate seeks to become a member of a Professional Body there may be other requirements specific to the relevant Professional Body, which may be taken as part of, or alongside, the Apprenticeship at the employer's and candidate's discretion. Completion of the Professional Accounting/Tax Technician Apprenticeship may lead to the candidate 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.

Defining Off Job Training Requirements

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day work activities and which leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work or elsewhere within the organisation. It can include planned or unplanned work shadowing with a focus on training and development, work place mentoring or time spent observing other staff and includes all aspects of direct 1:2:1 training and support, staff meetings, appraisals, development reviews and / or performance development planning as well as any dedicated training sessions internally or externally.

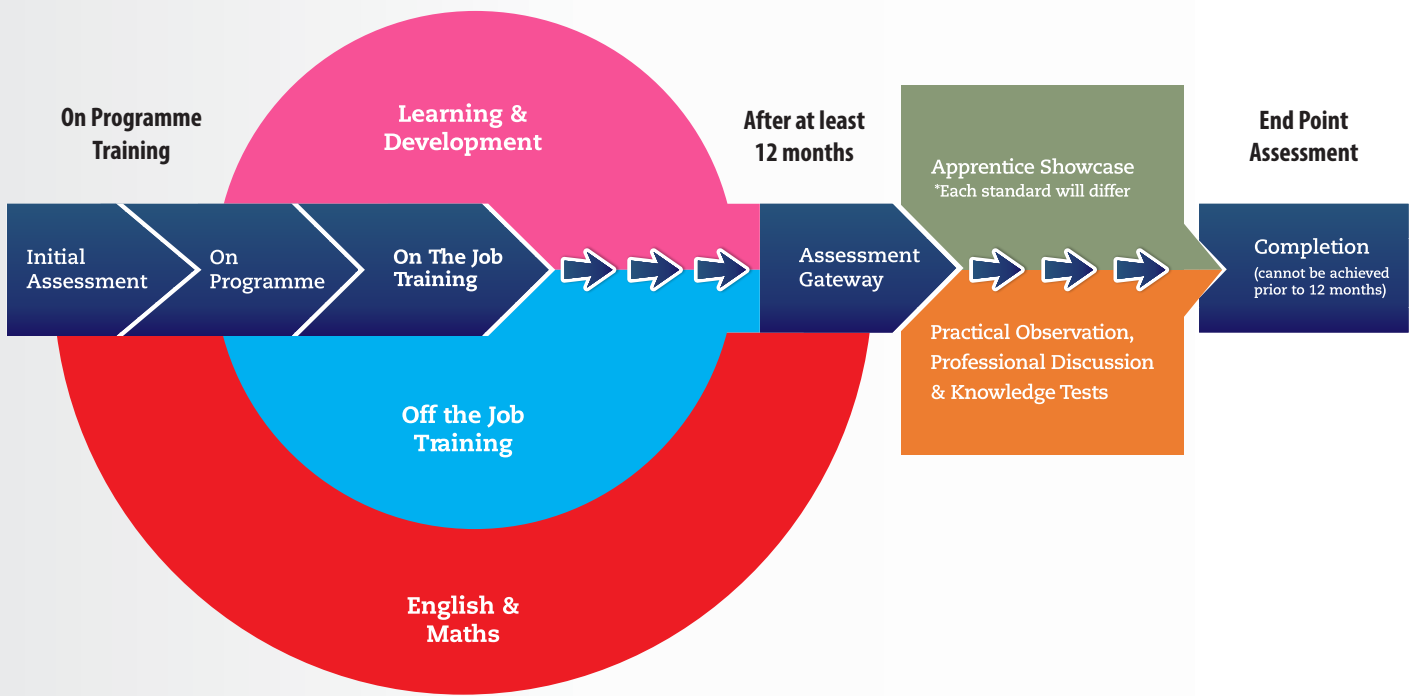
Records should be kept by the learner and employer of all training and development activity and the length of time spent on such activities

What is End Point Assessment?

Designed by industry the EPA sets out to independently assess the apprentice's knowledge, skills and behaviours towards the end of their apprenticeship and in direct relation to their chosen career pathway. EPA is set against the criteria of the Apprenticeship Standard. Independent EPA ensures a greater consistency and quality of training delivery.

End Point Assessment typically includes;

- Building a portfolio of evidence demonstrating the learner's knowledge and skills.
- Observation of work activities
- Professional discussion centred around multiple aspects of the role



Employer & Provider determine when apprentice is ready to proceed to the end point assessment providing 12 months have passed.