

Professional Accountant / Taxation Technician Level 4

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.

The duration for this apprenticeship is 18-24 months (this does not include the End Point Assessment (EPA) period).

Apprentices will complete an end point assessment. It includes the following components:

1. A Portfolio of evidence Demonstrating competence in the Knowledge, Skills and Behaviours defined in the Standard, which have been gathered from practical experience in the workplace. This can include outputs from work, independent feedback, observations and professional discussions. The Apprentice must then produce a Reflective Statement that reflects on this Portfolio, either through a written statement, presentation or structured discussion with Independent Assessors appointed by an Assessment Organisation.
2. A Role Simulation The apprentice will have the opportunity to tackle a series of business-related tasks through a simulation that reflects activities undertaken in a typical role at this level of competence. An Assessment Organisation will set the simulation, ensure robust invigilation and mark the assessment.

The purpose of this is to test the knowledge, skills and behaviours of the apprentice as set out in the apprenticeship standard.

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.

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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

For more information about the Professional Accountant / Taxation Technician Level 4 apprenticeship, please contact **0113 284 6464 / employers@leedscitycollege.ac.uk**