



**REVELATION**  
ACADEMY

**Education, Training &  
Employment Solutions**



## Accounts/Finance Assistant

An Accounts/Finance Assistant plays an integral role in the function of a finance department or organisation, by ensuring timely and accurate financial functions through completing junior financial responsibilities. Accounts/Finance Assistants can work across a multitude of industries and sectors, as part of an inhouse team, or as part of a financial organisation. Working as part of a team, an Accounts/Finance Assistant may be responsible for undertaking a multitude of tasks, which may include bookkeeping, completing sale and purchase ledgers, calculating payments and records, or financial data entry.

Working as an Accounts/Finance Assistant requires attention to detail, meticulous organisation and time keeping, as well as strong communication skills. As part of our programme, we work closely with learners and the business, to ensure the knowledge, skills and behaviours required are fit for the needs of the individuals role, whilst also considering the nuances, functions and strategic plans of the organisation.

### Programme Benefits and Outcomes

Your Accounts/Finance Assistant will be able to;

- Develop a range of technical proficiencies, including but not limited to – Accounting systems and processes, Basic Accounting Principles, Financial conduct and ethics, Business function.
- Understand how the skills fit your business needs and implement these effectively
- Develop outstanding professional conduct

### Nationally and Industry Recognised Qualifications

Alongside the programme, your employees will gain a Professionally recognised qualification to support their development, supporting your organisation in developed a high-skilled workforce.

# Continuation Courses for your Employees

## TEAM LEADING AND MANAGEMENT

Once proficient in a their role, with the skills, knowledge, behaviours and experience needed to thrive in a business environment, our tailored pathway courses support your organisation to further progress employees into higher level roles. We do this successfully through tailoring our programmes to the specific needs of your employees' development, alongside the detailed requirements of your business.

Successful completion of the Accounts/Finance Assistant programme can lead onto;

TEAM LEADING LEVEL 3

PROFESSIONAL ACCOUNTING  
TECHNICIAN LEVEL 4

ACCOUNTANCY/TAXATION  
PROFESSIONAL LEVEL 7

## Programme Support and Additional Services

Our programmes are developed to support your business needs in developing the talent, skills and knowledge needed to help your business grow and succeed. Our Accountants/Finance Assistant course also includes the following components;

### 12 months programme duration

supported through industry recognised qualification

### Dedicated Account Manager

monthly meetings to satisfy all your questions, feedback and communication needs

### Personalised coach, tutor and assessor

weekly contact for your employees 20% off the job training (face-to-face, virtual and telephone)

## Training Costs

**Levy businesses can use their contributions to pay for this training. The costs will be £6,000.**

If you are not a levy paying business there may not be a cost for this training. If the employee on this programme is under 19 and your business has less than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training which would be £300.

## Contact us

With Academies throughout the UK, get in touch today to find out how your employees can begin their journey, and how we can support your organisation with your workforce education and training

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