

## Professional Accounting/Tax Technician Apprenticeship Standard

### Occupation: Professional Accounting/Tax Technician

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.

### Requirements:

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       | 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.  |
|                           | 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.   |
| 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. |

The above technical knowledge will be understood and applied according to the relevant statutory and regulatory environment.

| 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.  |

The above skills will be acquired and demonstrated, through a process of continuous self improvement, in a changing and sometimes pressurised environment.

| Behaviours              | 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.  |

The above behaviours will be developed and exhibited, while adhering to high standards of professionalism and quality.

#### **Duration:**

It is anticipated that candidates will typically complete the Apprenticeship within 18 to 24 months.

#### **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.

#### **Level: 4**

#### **Link to professional registration and 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.

#### **Review:**

The standard will be reviewed after a maximum of three years to ensure it is updated to reflect employer demand for changes in the syllabus.