Professional Career Development Programme: Accountancy / Tax Technician

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.

Key Information:

Duration
Typically this professional career development programme will take 18 - 24 months.

Minimum Entry Requirements
Employees without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Qualifications
Professional Qualifications that can be included:
- AAT – Diploma in Accounting
- ACCA – Diploma in Accounting and Business
- ATT – Tax Technician
- CIMA – Certificate in Business Accounting
- ICAEW – Certificate in Finance, Accounting and Business

Progression
On completion learners can apply to progress onto the Level 7 Professional Accountant programme.

Delivery
BPP can provide flexible study methods for the Level 4 programme including:
- In Classroom face-to-face
- Online Classroom (recorded)
- Online Classroom Live (real time) or a mix of all three

On the job training
The table below gives an example of time required during working hours to complete this programme.

<table>
<thead>
<tr>
<th>Programme Module</th>
<th>Timetabled Lectures</th>
<th>Flexible Study Time</th>
<th>Total Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Modules</td>
<td>56</td>
<td>140</td>
<td>196</td>
<td>Webinars plus self-study and mock exams.</td>
</tr>
<tr>
<td>On the job training</td>
<td>-</td>
<td>-</td>
<td>70</td>
<td>Employer led learning such as GPL, Continuous Professional Development, technical training, shadowing and mentoring.</td>
</tr>
<tr>
<td>Study leave</td>
<td>-</td>
<td>35</td>
<td>35</td>
<td>Study leave in accordance with Professional Qualifications policy.</td>
</tr>
<tr>
<td>Gateway preparation</td>
<td>-</td>
<td>14</td>
<td>14</td>
<td>Evidence gathering and authentication to pass ‘Gateway’ through to End Point Assessment preparation.</td>
</tr>
<tr>
<td>Total</td>
<td>56</td>
<td>189</td>
<td>315</td>
<td></td>
</tr>
</tbody>
</table>

This allocation does not include additional time which may be required for functional skills or on programme resits. Please note that this calculation does not include the End Point Assessment phase.

If you are interested in the Professional Career Development Programme, contact your line manager.

Trailblazer Group
Each Professional Career Development Programme has an assessment plan produced and developed by employer-led groups known as ‘trailblazers’. Employers who have developed this programme include:

RSM, BDO, Costain, Dains, Deloitte, Government Finance Profession, Ernst & Young, Flemmings, Grant Thornton, Hall and Woodhouse, Harvey & Son, Hazlewoods LLP, Health Education East of England, Kingston Smith, KPMG, Lentells Chartered Accountants, London Borough of Barking and Dagenham, NHS Employers, PwC, Solid State Solutions, Warrington and Halton Hospital NHS Foundation Trust, Association of Accounting Technicians (AAT), Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Chartered Institute of Public Finance and Accountancy (CIPFA), Association of Taxation Technicians (ATT), Institute of Chartered Accountants in England and Wales (ICAEW).

Role Suitability
Specific job roles may include: 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.
An overview of the elements of the Level 4 programme

The Level 4 programme involves the development of Knowledge, Skills and Behaviours as set out in the standard. Our programme links these different elements together and ensures that employees are supported throughout.

### Level 4 overview

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Qualification</strong></td>
<td><strong>Professional Qualification</strong></td>
</tr>
<tr>
<td>Introduction</td>
<td>Introduction</td>
</tr>
<tr>
<td>PQ Knowledge sessions. Employees will complete professional exams for their chosen qualification.</td>
<td></td>
</tr>
<tr>
<td><strong>Skills and Behaviours</strong></td>
<td><strong>Skills and Behaviours</strong></td>
</tr>
<tr>
<td>Introduction</td>
<td>Introduction</td>
</tr>
<tr>
<td>Ongoing development of Skills and Behaviours – evidenced through regular submission of reflective statements.</td>
<td></td>
</tr>
<tr>
<td><strong>On-programme support</strong></td>
<td><strong>On-programme support</strong></td>
</tr>
<tr>
<td>Ongoing progress review</td>
<td>Proactive and reactive support throughout the programme, involving regular progress reviews with the employer and the employee.</td>
</tr>
<tr>
<td><strong>End Point Assessment</strong></td>
<td><strong>End Point Assessment</strong></td>
</tr>
</tbody>
</table>

### Knowledge and skills associated with the Accountancy / Tax Technician Professional Career Development Programme

#### Knowledge

- Technical Knowledge
- Business Awareness
- Ethical Standards
- Regulation and Compliance
- Systems and Processes

#### Skills

- Analysis
- Communication
- Leadership
- Planning and Prioritisation
- Produced Quality and Accurate Information
- Team Working and Collaboration
- Uses Systems and Processes

#### Behaviours

- Adaptability
- Adding Value
- Ethics and Integrity
- Proactivity
- Professional Scepticism

Full details of the Skills, Knowledge and Behaviours for this Professional Career Development Programme can be found [here](#).

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