

# HFMA level 3 assistant accounting apprenticeship



## Programme

Each apprenticeship standard has its own criteria for the knowledge, skills and behaviours that you will develop through the HFMA programme. The apprentice will gain a **level 3 qualification**, with a professional accountancy body (e.g. AAT, ACCA or CIMA). Additionally, apprentices will typically complete the Introductory Award in Healthcare Finance which will require completion of courses such as:

- NHS finance
- NHS commissioning
- Performance Management
- NHS provider bodies financial regime
- How provider bodies are paid

## Knowledge

- Business awareness
- IT systems and processes
- Ethical standards
- Financial accounting and reporting
- Management accounting

## Skills

- Analysis
- Communication
- Produces quality and accurate information
- Uses systems and processes
- Problem solving

## Behaviours

- Embracing change
- Adding value
- Ethics and integrity
- Personal accountability
- Productivity
- Team working and collaboration

## Delivery

The HFMA is committed to providing dedicated support, added value and assisting with clear progression including:

- Options of live and pre recorded online delivery for accountancy training
- Contact with tutors outside of class times
- Face to face skills coach support

### Duration

The HFMA level 3 accounting apprenticeship will typically last between 12 and 18 months.

The minimum duration an apprentice must complete before they can take the endpoint assessment is 12 months.



### Job roles

The roles associated with this apprenticeship can be varied but are likely to include: assistant accountant, trainee accounting technician, accounts clerk, cashier finance assistant, purchase ledger clerk, sales ledger clerk.



## End point assessment

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### Synoptic assessment

A role simulation synoptic exam.

### Portfolio and reflective account

A final showcase portfolio to evidence development with a reflective statement completed as a written piece or interview.

The end point assessment is the final showcase of competency for the apprentice across all the knowledge, skills and behaviours defined in the apprenticeship standards.



### Interested?

For further information and to register your interest, please contact us at:

**Email:** [apprenticeships@hfma.org.uk](mailto:apprenticeships@hfma.org.uk)

**Visit:** [hfma.to/apprenticeships](https://hfma.to/apprenticeships)

**Call:** 0117 938 8350

## Required qualification

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The entry requirements will be set by your employer and therefore may vary. You will typically need **five GCSEs grade 4-9** (previously A\*-C) You may be required to take functional skills Maths and English at level 2, if you do not already hold the equivalent qualification GCSE grade 4-9 (previously A\*-C). This will be done prior to the assessment of the apprenticeship.

[www.hfma.org.uk](http://www.hfma.org.uk)

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