



HR & Accounting



Assistant Accountant Level 3 Standard

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Knowledge

- Business Awareness
- IT Systems and Processes
- Financial Accounting and Reporting
- Management Accounting

Skills

- Analysis
- Problem Solving

Behaviours

- Embracing Change
- Team working and collaboration

18 Months

Professional Accountant Taxation Technician Level 4 Standard

Accountancy / Taxation Professionals provide financial information and advice to organisations of all types and sizes; from owner managed businesses to multi-national organisations; from private enterprises to public sector institutions, from entrepreneurs to charities. Examples of roles as an Accountancy / Taxation Professional include, but are not limited to, Financial Accountant, Management Accountant, Tax Accountant, Tax Adviser, Tax Specialist, External Auditor, Internal Auditor, Financial Analyst, Management Consultant, Forensic Accountant and Business Advisor.

Knowledge

- Assurance, Risk and Control
- Strategic Business Management and Governance
- Financial Information
- Business Acumen

Skills

- Business Insight
- Decision Making

Behaviours

- Continuous Improvement
- Professional Scepticism

36 months

HR Support Level 3 Standard

HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation. Their work is likely to include handling day to day queries and providing HR advice; working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the business; working with the business on HR changes.

Knowledge

- HR Legislation and Policy
- HR Systems and Processes
- Business understanding
- HR Function

Skills

- Managing HR Information
- Communication and Interpersonal

Behaviours

- Honesty and Integrity
- Resilience

18 Months

HE Consultant/Partner Level 5 Standard

This role could be called an HR Consultant or an HR Business Partner in different organisations. Individuals in this role will use their HR expertise to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of HR areas, typically to mid-level and senior managers. They could be in a generalist role, where they provide support across a range of HR areas – likely to be the Core HR option; or a specialist role, where they focus on and have in depth expertise in a specific area of HR – likely to be Resourcing, Total Reward, Organisation Development, or HR Operations

Knowledge

- HR Technical Expertise
- Business Understanding
- HR Function
- MI and Technology

Skills

- HR Information Analysis
- Relationship Management

Behaviours

- Flexibility
- Resilience

36 Months

