



Prepare for an Apprenticeship in Finance and Accountancy

If you are interested in working in Finance or Accountancy via the apprenticeship route you may want to find out more about what you can do to strengthen your application. The following will help with this.

Where can I look for an Apprenticeship?

One of the first things to do is to register with the Government apprenticeship website. This will alert you to Finance and Accountancy apprenticeships happening near you. Register [here](#).

Other national apprenticeship websites to register with include:

[Career Finder](#)

[Notgoingtouni](#)

[Getmyfirstjob](#)

[RateMyApprenticeship](#)

[Indeed](#)

[Amazing Apprenticeships](#)

You can also register with local Colleges and Training Providers in Hertfordshire that cover Finance and Accountancy Apprenticeships.

[Hertfordshire Regional College](#)

[Hertfordshire Opportunities Portal \(HOP\)](#)

[Hart Learning & Development](#)

[HB Accountants](#)

What should you check for?

What's the Level of apprenticeship?

Level 2 Intermediate, Level 3 Advanced, Level 4/5 Higher or Level 6 Degree

What are the entry requirements?

Will you need GCSE passes? How many? Or A-Levels or BTECs? Are there any grades and subjects needed?

Where is the employer's location?

How will you get there - by walking, bus, train? Will you need to move and find accommodation?

What qualifications will you gain with the apprenticeship?

For example, Assistant Accountancy Apprenticeship (Level 3)

What training provider or college is linked to the apprenticeship?

Where are they based and how will you get there?

Who offers Finance and Accountancy Apprenticeships?

It is also worth approaching any finance or accountancy companies that you would like to work for and asking if they are likely to take on apprentices when you are due to leave school.

You can also try organisations such as:

[Hertfordshire County Council](#)

[Watford County Council](#)

[Watford Community Housing](#)

[NHS](#)

[BPP](#)

[BDO](#)

[KPMG](#)

[Barclays](#)

[Deloitte](#)

[HSBC](#)

[EY](#)

What will they be looking for?

Employers will look for:

- Good Numerical and IT skills – being computer literate and able to use packages such as Excel and outlook will be very beneficial
- Good communication skills – written and verbal, for sending emails, dealing with customers and working in an effective team
- Willingness to learn and train - nothing stands stills, roles are always developing.
- Organisational skills and forward thinking – understanding what needs to be done on a daily, weekly, monthly and annual basis and planning for it.
- Attention to detail.

How can I demonstrate I have the skills? How can I stand out from the crowd?

You will need an excellent CV to sell you and your skills and strengths.

For an example of a school leavers' CV see [here](#).

Look at industry websites to find out what they are discussing, for example:

[London Institute of Banking and Finance](#)

[Association of Accounting Technicians](#)

How can I prepare for interviews?

Employers will expect you to understand the role and what you will be required to do. They will expect you to be organised so turn up for the interview in time, research the company or organisation before the interview and know the names of the people who will be interviewing you. YouTube has lots of clips on the work of apprentices to give you an insight into what they do and their experience.

For general advice on interviews please see:

[National Careers Service](#)

[Apprenticeships.gov](#)

[UCAS](#)

Be friendly and polite and remember to smile.

Where can a career in Finance and Accountancy take you?

You could move into management or become self-employed and work on accounts for small businesses. You could also study to become a qualified accountant. [AAT](#) and [ACCA](#) qualifications are recognised globally so you could work overseas. With training and qualifications, you could specialise in mortgage advice, pensions work or financial advice.

Anything else I should know?

Be well prepared, start your search early, and keep a list of where you have applied to. Practice interviews. Be confident in yourself.

Have a backup plan.