



THE UNIVERSITY OF  
BUCKINGHAM



LEVEL 6

# Accounting Finance Manager

(Integrated Degree)

EMPLOYER AND APPLICANT GUIDE



# Contents

THE PROGRAMME	5
WHY BUCKINGHAM?	7
OCCUPATIONAL PROFILE	9
WHY SHOULD EMPLOYERS INVEST?	11
FEES AND FINANCE	13
SALARY	15
SUPPORT FOR THE APPRENTICE	15
ENTRY REQUIREMENTS	15
TEACHING	17
MODULES AND DELIVERY SCHEDULE	19
WHAT DOES A TRAINEE DO?	21
HOW TO APPLY	23
APPRENTICESHIP MYTH BUSTER	25

# Supporting your organisation in training its workforce

## ABOUT THE PROGRAMME

Invest in your workforce with the **BSc (Hons) Accounting Finance Manager (Degree Apprenticeship)** designed to develop highly skilled, confident, and future-ready accounting and finance professionals.

Aligned with the **Level 6 Accounting Finance Manager (Integrated Degree) Apprenticeship Standard**, this integrated degree apprenticeship combines academic excellence with real-world experience, enabling apprentices to earn a degree while they work and apply learning within the organisation.

Apprentices gain a deep understanding of key disciplines including financial reporting, audit, taxation, corporate finance, management accounting, and strategic performance. These are complemented by essential modern themes such as ethics, sustainability, and governance ensuring your finance team operates to the highest professional standards.

The programme also embraces the future of finance, equipping apprentices with the skills to lead digital transformation through AI, automation, and data analytics. This focus on technology ensures your organisation benefits from greater accuracy, efficiency, and data-driven strategic insights.

From induction to the End Point Assessment (EPA), apprentices receive dedicated support to help them balance work and study, stay on track, and succeed. At the EPA stage, the apprentice, line manager, and assessor agree a final workplace project that links to their workplace.

The apprenticeship typically lasts up to 40 months, with 36 months of taught learning followed by up to 4 months for the EPA.

By the end of the programme, your apprentices will have developed the technical expertise, strategic perspective, and leadership skills to drive performance, lead financial operations, and shape your organisation's future success.



# Why Buckingham?

## Specialised Expertise

The University of Buckingham offers an extensive experience delivering high-quality business, finance, and management programmes, combining academic excellence with applied, work-based learning.

## Industry Connections

Through our strong industry connections, the curriculum is informed by employers and professional bodies including **ACCA**, **CIMA**, **ICAEW**, and **CPA Australia**, ensuring apprentices develop skills relevant to industry practice.

## Experienced Faculty

Apprentices benefit from the University's lecturers who are experienced and qualified accountants and finance professionals who bring real-world experience into the classroom.

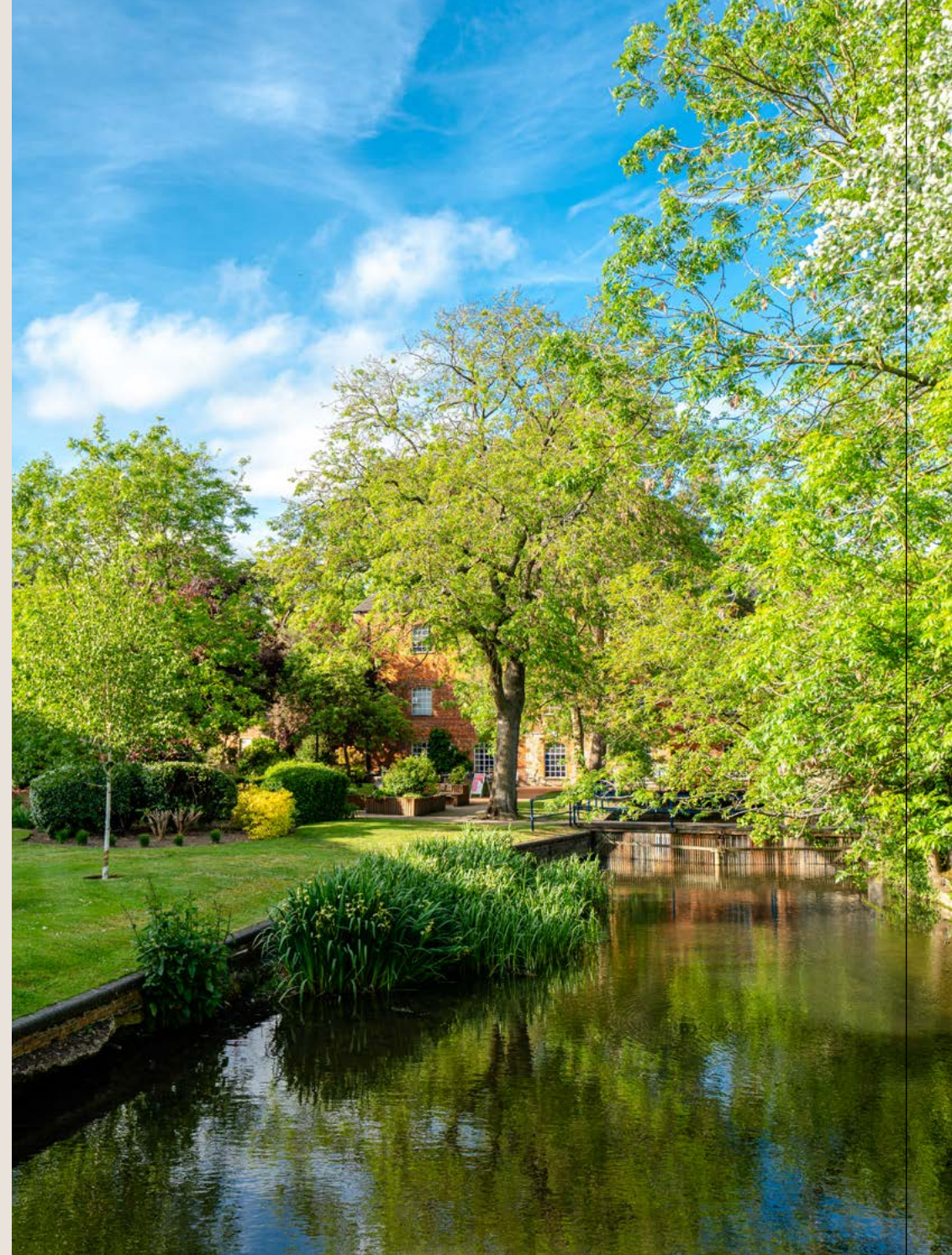
## Interactive, Applied Learning

Teaching is delivered face-to-face at the University of Buckingham's campus in Buckingham, through interactive lectures, tutorials and workshops designed to connect academic theory with live business practice.

## Reputation and Accreditation

With a highly regarded Business School and a proven track record in delivering high-quality apprenticeships, the University of Buckingham combines academic excellence with real-world relevance. Our personalised approach, strong employer partnerships, and alignment with professional accounting and finance standards ensure apprentices gain both a respected degree and the professional credibility valued across the sector.

**Ofsted: rated 'Good'**



# Occupational profile

The BSc (Hons) Accounting Finance Manager (Degree Apprenticeship) is a dynamic and professionally focused programme designed for individuals who want to accelerate their financial expertise while progressing in their career.

Accounting Finance Managers are responsible for driving financial integrity, delivering strategic insights and empowering businesses to make informed, data-driven decisions. In daily practice, they interpret and communicate financial information, manage budgets, ensure regulatory compliance and uphold governance, risk management and ethical standards. They also lead teams, collaborate with senior stakeholders and contribute to long-term organisational strategy.

Professionals in these roles operate across every sector including private, public and not-for-profit, and take on titles such as Finance Manager, Financial Controller, Management Accountant or Head of Finance.

The apprenticeship equips learners with the technical competence, commercial awareness and leadership acumen required to navigate complex financial

environments and positively influence sustainable organisational performance.

## Who is this course for?

- Experienced or aspiring finance professionals who want to broaden their strategic, analytical and technical skillset.
- Employees progressing from a Level 4 qualification or apprenticeship, such as the Professional Accounting Technician.
- Individuals aiming to strengthen their leadership capability within accounting, finance or broader business management roles.

It is suitable for professionals working in SMEs, large corporations or public sector organisations, particularly those engaged in budgeting, reporting, financial analysis or decision-making responsibilities.



## Career progression

Upon completion of the programme, apprentices may pursue various careers, including but not limited to:

- Accounting and Finance manager
- Accounts Manager
- Accounts Semi-senior
- Accounts Senior
- Company Accountant
- Credit Controller
- Finance Manager
- Financial Accountant
- Financial Controller
- Reporting Accountant
- Systems Accountant



# Why should employers invest?

By investing in the BSc (Hons) Accounting Finance Manager (Degree Apprenticeship), employers not only develop a skilled workforce but also position their organisation for long-term success in a rapidly changing landscape.



## Enhanced Skill Development

Apprentices gain advanced technical, analytical and leadership skills directly applicable to workplace challenges which ultimately improve overall organisation capabilities.



## Improved Decision-Making

The programme develops data-driven and strategic thinking capabilities that enhance organisational performance.



## Addressing Skills Gaps

Apprenticeship training supports future workforce planning by developing professionals ready for senior finance roles. Apprenticeships can be used to upskill existing staff, or to attract new talent to an organisation.



## Increased Employee Retention

Providing professional development opportunities through apprenticeships fosters employee loyalty and satisfaction, leading to reduced turnover and associated recruitment costs.



## Strengthened Collaboration

Regular tripartite reviews maintain communication between the University, employer and apprentice to ensure success.



## Competitive Advantage

Employers benefit from employees who can apply financial insight, ethical awareness and innovation to business decisions. Organisations that invest in continuous learning and skill enhancement are better positioned to navigate complex environments, gaining a competitive edge in their respective fields.



## Alignment with Industry Standards

The programme is designed in consultation with industry experts, ensuring the training is relevant and aligned with current best practices, regulations and professional body frameworks, preparing apprentices for qualification pathways.



## Cost-effective Training

Funded through the Apprenticeship Levy or government co-investment, apprenticeships offer outstanding return on investment. By investing in apprentices, organisations can develop talent from within, reducing recruitment costs while cultivating a workforce that understands the company's specific needs and culture.

# Fees and finance

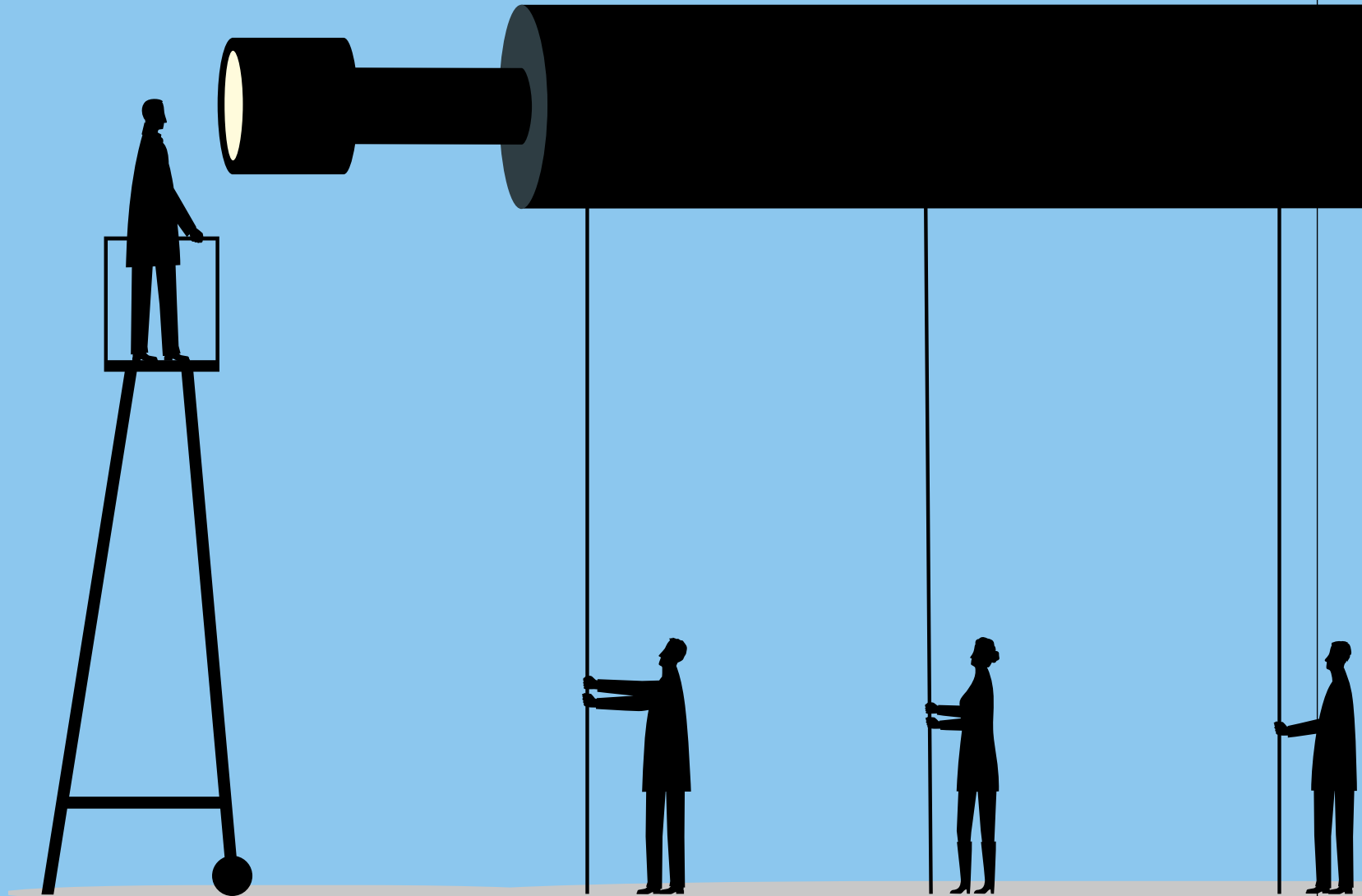
The cost of the Apprenticeship is £27,000. This can be paid in full from your Apprenticeship Levy account if you are a Levy Payer.

If you are a non-levy payer, or under co-investment, you can claim government funding for 95% of the cost, meaning the cost to you as the employer is just £1,350 per apprentice.

## Funding eligibility

To be eligible for apprenticeship funding, learners must evidence that they:

- are eligible to work in England
- have been ordinarily resident in the European Economic Area, Gibraltar, or the United Kingdom for at least the previous three years before the start of the apprenticeship – if this is not the case please contact [apprenticeships@buckingham.ac.uk](mailto:apprenticeships@buckingham.ac.uk) before applying, as there are some exceptions to this rule.
- Apprenticeship funding covers armed forces personnel, their dependants, Crown servants overseas and apprentices with significant travel, if they meet residency and work requirements



# The details

## ENTRY REQUIREMENTS

### Educational Qualifications

- Completion of a Level 4 qualification or apprenticeship, such as the Professional Accounting Technician (Level 4 Apprenticeship) or equivalent.
- GCSE English and Maths at grade 4 (C) or above.

### Background and Experience

Applicants should be employed in a relevant accounting or finance role where they can apply learning and build evidence toward the apprenticeship portfolio.

### Technical Skills

- Experience working in a finance or accounting environment.
- Familiarity with accounting software (e.g. Xero, Sage, QuickBooks, or equivalent).
- The ability to interpret and report on financial data.
- An understanding of ethical and governance considerations.
- Good analytical, organisational and communication skills.

### Personal Attributes

Apprentices should show attention to detail, integrity, teamwork and a strong motivation to learn and progress in the accounting profession. Discretion and trustworthiness are crucial, as apprentices will handle sensitive information.

### Interview and Assessment

Apprentices will be interviewed before being accepted on the programme, to gauge suitability for the apprenticeship, focusing on their motivation, relevant skills and understanding of the role and the programme.

### Commitment to Learning

A strong willingness to learn and adapt, along with a proactive approach to professional development, is essential for success in the programme.

These requirements ensure that apprentices are adequately prepared to embark on their training and develop the necessary skills to succeed as Accounting Finance Managers.

## SALARY

All employers must ensure that, for the period of training and assessment (36 months plus upto 4 months EPA), all applicants have a contract of employment and are paid in accordance with at least the minimum national apprenticeship wage for the period of their training.

## SUPPORT FOR THE APPRENTICE

The employer will need to supply a workplace mentor for the apprentice. The workplace mentor will play a vital role in shaping and supporting the apprentice in their profession. The workplace mentor will need time to dedicate to this role.





# Teaching and assessment

The BSc (Hons) Accounting Finance Manager (Degree Apprenticeship) is delivered by experienced academics and qualified finance professionals who combine academic excellence with real-world insight. Teaching is interactive and practical, linking university learning to workplace application.

Apprentices learn through face-to-face lectures, tutorials, workshops and seminars, supported by case studies, simulations and applied workplace projects. Each module blends academic study with on-the-job learning, guided by regular tripartite reviews between the apprentice, employer and university.

On completion of the programme, apprentices will be able to demonstrate advanced professional competence across technical, analytical and strategic areas of accounting and finance. They will also gain a strong foundation for progression into postgraduate study or professional qualification routes with ACCA, CIMA, ICAEW, or CPA Australia.

# Modules and delivery schedule

The apprenticeship runs for 36 months, plus up to four months for the End-Point Assessment (EPA). Apprentices complete 240 academic credits at Levels 5 and 6, with 120 Level 4 credits recognised through prior learning. Each term includes teaching, self-directed study and work-based learning, supported by regular tripartite reviews between the University, employer and apprentice to track progress and ensure integration of academic and workplace learning.

## DELIVERY SCHEDULE

The apprenticeship is delivered in person at The University of Buckingham through a structured timetable of interactive lectures, tutorials, workshops and employer-supported learning. Apprentices attend campus on designated professional learning days each term, supported by guided independent study and applied workplace projects. For the full delivery schedule, please contact: [apprenticeships.fbhs@buckingham.ac.uk](mailto:apprenticeships.fbhs@buckingham.ac.uk).

Regular tripartite reviews between the University, employer and apprentice ensure progress is monitored and learning outcomes remain aligned with academic and workplace objectives

The apprenticeship is assessed via an End-Point Assessment (EPA), typically completed within four months of the taught programme. Managed by The University of Buckingham, the EPA includes independent assessment to ensure fairness and national standards.

The End Point Assessment consists of two elements:

- 1. Project report with presentation, questions and answers** – a substantial work-based project demonstrating application of technical and strategic skills.
- 2. Professional discussion underpinned by a portfolio of workplace evidence** – assessing competence, leadership and professional judgement.

To achieve the full Level 6 Accounting Finance Manager (Integrated Degree) Apprenticeship, apprentices must meet both the University's academic requirements for the BSc (Hons) Accounting Finance Manager Degree and successfully pass the End-Point Assessment (EPA).

## Year 1

Apprentices will build a strong foundation in accounting and finance through modules such as:

- Accounting Fundamentals for Managers
- Applied Taxation and Compliance in Practice
- Corporate Finance and Investment Decision-Making in Practice

Apprentices will develop essential financial reporting, costing and investment appraisal skills, all whilst applying these techniques directly in the workplace.

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## Year 2

During the second year, apprentices will deepen their understanding of professional and strategic aspects of accounting through:

- Ethics, Governance and Legal Responsibilities
- Strategic Performance and Sustainability Accounting in Practice
- Applied Audit and Financial Fraud
- Applied Financial Markets and Derivatives.

Apprentices explore governance, sustainability, audit practice, financial markets and the use of technology in performance and risk management.

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## Year 3

In the third and final year apprentices will consolidate advanced knowledge in financial reporting, analysis and ESG disclosure through:

- Applied Financial Reporting and ESG Disclosures.

Apprentices strengthen their analytical, digital and professional judgement skills while preparing for the End-Point Assessment (EPA). This brings together academic learning and workplace experience through a work-based project report with a presentation, questions and answers, as well as a professional discussion underpinned by a portfolio of workplace evidence.

# What does an apprentice do?

## Weekly

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- Attend interactive training sessions at the University of Buckingham's Campus
- Undertake independent learning
- Upload evidence
- Update off-the-job hours log

## Monthly

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- Optional catch-up session with the university and workplace mentor to discuss progress (knowledge, skills, behaviours) and any arising issues

## Termly

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- Progress review meeting with employer and university mentor (every 10-12 weeks)
- Assessment submission

## OFF-THE-JOB TRAINING TIME AND TIMETABLING

Off-the-job training is one of the essential components of a quality apprenticeship. To attract government funding, a 20% minimum threshold has been set per week. This is the minimum amount of time that should be spent on occupational off-the-job training during an apprenticeship.

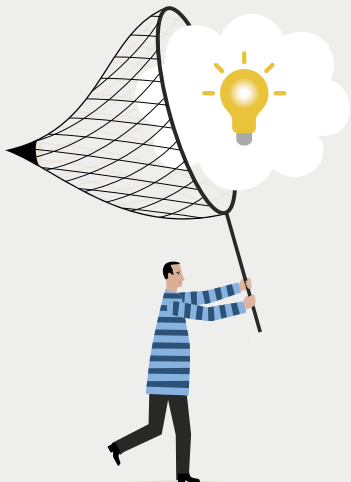
Apprentices will need to keep a log of all their training, which will then be monitored by the University, as the training provider, and the employer, to ensure completion to meet Government funding regulations. If an apprentice is not given the minimum off-the-job training time in paid work hours and it is not recorded, they cannot achieve their apprenticeship. Off-the-job hours are important as they should develop the apprentice's skills, knowledge and competence in their finance role.

Off-the-job training for the BSc (Hons) Accounting Finance Manager (Degree Apprenticeship) apprentices will include attending lectures, shadowing others, speaking with their university and workplace mentor, reading, employer training relevant to the course and completing apprenticeship work set.

The total number of off-the-job hours will be communicated on the

training plan. It is not descriptive about when they are completed, as long as they are within normal working hours.

Apprentices are required to meet all deadlines during the course or funding may be at risk



# How to apply

## FUNDING APPROVAL

The employer must approve and ensure the apprenticeship can be funded. In some cases, i.e if the applicant is employed within a local authority, approval will need to be sought from the council following their specific processes.

Once approved, the applicant should apply via The University of Buckingham website [here](#).

## FUNDING

Once the employee has been approved for the apprenticeship, the employer will need to complete tasks to secure the funding.

If the employer is a non-levy payer or requires co-investment they will need to reserve the funding. If they are a levy payer with sufficient funds they will not need to do this.

Instructions on how to reserve funding can be found [here](#). This must be done by the employer before the apprentice can start (three months in advance of the start date at the earliest but at least three weeks before the start date).

**Failure to reserve the funding successfully may result in a loss of funding for the course.**

The following information is needed to reserve the funding:

- The month the apprenticeship training will start
- The apprenticeship standard – Accounting Finance Manager Level 6 (ST1303)

After a reservation has been made, it can be converted into a full apprenticeship record, or a commitment, by adding the chosen apprentice's details and being agreed upon by both the employer and provider – further guidance [here](#).

To link The University of Buckingham as the provider, the following **UKPRN number is required: 10007787**.

Once the apprentice's details have been entered (regardless of levy status) and they have been accepted onto the course, the University will be in touch to approve the entry. A member of the University staff will contact you to complete and guide you through the next stages, including signing: a contract, training plan, apprenticeship agreement, health and safety audit and workplace contact details. To secure funding, these documents must be completed and signed **ahead** of the apprenticeship start date.

Assistance is available throughout the process, by emailing [apprenticeships@buckingham.ac.uk](mailto:apprenticeships@buckingham.ac.uk).

# Myth buster

## **“APPRENTICESHIPS ARE ONLY FOR NEW EMPLOYEES”**

Apprenticeships can be used to upskill and/or retrain employees of any age, including older workers or existing staff, as long as the apprenticeship is giving them new skills to enable them to achieve competence in their chosen occupation.

## **“APPRENTICESHIPS ARE ONLY FOR YOUNG PEOPLE (16-18)”**

Apprenticeships are available to people of all ages; anyone over the age of 16 living in England can apply. There are different entry requirements depending on the industry, job role and apprenticeship level.

## **“20% OF OFF-THE-JOB TRAINING IS INFLEXIBLE: IT HAS TO INVOLVE ONE DAY OFF A WEEK, SPENT IN COLLEGE”**

Off-the-job training does not have to involve one day a week spent in a college or university. It can be delivered in a way and place that suits you and the provider, allowing the apprentice to learn the new knowledge, skills and behaviours required. The style and timing of the learning is very varied – it could be a block of time in a residential setting or online learning to fit in with shifts.

## **“PROVIDERS HAVE TO ADVERTISE APPRENTICESHIP VACANCIES FOR EMPLOYERS”**

Employers are free to advertise their own apprenticeship vacancies directly on their own websites, along with any other details including application processes. Employers do not have to advertise through providers. The University also encourages vacancies through the **‘Find an apprenticeship’** service (FAA), so that potential apprentices can find lots of vacancies all in one place. Employers are able to post their own vacancies on **‘Recruit an apprentice’** which will then be visible to potential applicants on FAA.





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