

Assistant Accountant.

Level 3 Apprenticeship



Duration

15 months



Qualification achieved

Assistant Accountant Level 3
Apprenticeship

AAT Level 3 Advanced Diploma
in Accounting



Entry requirements

Set by individual employers,
but typically includes:

- 5 GCSEs, including Maths and English

You must be employed in a role relevant
to this programme to be eligible to apply.



Cost

This programme is funded by your
employer, who could utilise their
Apprenticeship Levy. You will not have
to pay anything personally to study
this programme.

Is this for you?

As an Assistant Accountant you will provide vital, day-to-day support with a number of essential financial activities. You will provide valuable information and reports that help clients make decisions and steer a company's direction. You may work within a practice or the accounting function of an organisation.

This programme will help you to work methodically, insightfully and accurately within the regulations of the accounting profession. It will equip you with all the knowledge and skills demanded by the role. You will learn practical processes such as data entry for month-end management accounts and year-end financial statements. You will also learn how to complete VAT returns and prepare tax computations.

As a qualified Assistant Accountant you will have the opportunity to work in a wide variety of organisations, providing an essential support service to your clients and colleagues. The quality of your work and the reliability of your reports will make a big difference to the team and organisation you are a part of.

Typical job roles for individuals studying this programme include Trainee Accounting Technician, Cashier Finance Assistant and Purchase Ledger Clerk.

What will you learn?

- Transactional processes and support provided by accountancy firms
- How to perform a reconciliation and produce reports
- Double entry bookkeeping
- How to recognise and use different accounting approaches
- How to effectively record and analyse financial data
- How to identify opportunities to actively engage in the wider business when appropriate

Commitment from you

During this programme, 20% of your contracted working hours will be spent on learning and developing the required Knowledge, Skills and Behaviours. This development time will include learning new relevant tasks in your role, embedding your knowledge in your role, practical workplace training, spending development time with your Line Manager, attending online or face-to-face courses and time spent writing assignments/assessments or directed self-study hours:

- AAT Level 3 Advanced Diploma in Accounting work
- Evidencing the application of your knowledge within your working day
- Independent study and research
- Shadowing colleagues and mentoring
- Technical training

How we support you

- You will be taught by expert tutors who have practical experience in the fields in which they teach and a passion to share that knowledge to maximise your career potential
- You will have access to a Coach who is on hand to guide you through each stage of your learning journey, providing you with clear aims and objectives. They will keep in regular contact with you and instil the confidence that you can achieve
- You will also attend workshops to improve your knowledge and develop other skills in a variety of areas. These also provide a great opportunity to build relationships with your dynamic community of like-minded talent in the form of other learners, tutors, coaches and mentors

- You will have access to a Virtual Learning Environment with all of your qualification content, additional learning resources and all the step-by-step support you need to ensure your success

Progression upon completion

- Professional Accounting/Taxation Technician Level 4 Apprenticeship
- Accountancy/Taxation Professional Level 7 Apprenticeship

How is your programme structured?

The knowledge part of the programme is the learning content mapped to the qualification. The skills and behaviours are developed alongside your qualification and you will need to demonstrate how you are applying these at work.

