



Assistant Accountant
Level 3



Overview

Apprenticeship: Assistant Accountant

Qualification: Level 3

Duration: 15-18 months

An Assistant Accountant can work in either practice or a financial function of an organisation. They will play a fundamental part when supporting internal and external customers. An Assistant Accountant will assist in the day-to-day financial activities, such as data entry to month-end management accounts and/or year-end financial statements. Dependant on job role they may be required to be involved in assisting in the preparation of VAT and tax computations.



Type of job roles the programme is for

- Assistant Accountant
- Trainee Accounting Technician
- Accounts Clerk
- Cashier
- Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk

Qualifications

- AAT Diploma in Accounting Level 3
- Functional Skills in Maths
- Functional Skills in English

Progression opportunities

- Level 4 Professional Accounting/Tax Technician (dependent on job role)

Core competencies

- Business awareness
- IT systems and processes
- Financial accounting and reporting including ethical standards and management accounting
- Analysis
- Communications
- Produces quality and accurate information
- Uses systems and processes
- Problem solving
- Embracing change
- Adding value
- Ethics and integrity
- Personal accountability
- Productivity
- Team work and collaboration

Training Process

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- New learners are assessed by a Skills Coach to ensure their suitability for the programme.
- After this, they will complete an initial assessment and scoping to identify areas of improvement, and development goals for the apprenticeship.
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study.

Modules

Ongoing Skills Development Coach Support

1 - Advanced Bookkeeping

- Classroom: Half day a week

2 - Final Accounts Preparation

- Classroom: Half day a week

3 - Management Accounting Costing

- Classroom: Half day a week

4 - Indirect Tax

- Classroom: Half day a week

5 - Synoptic Assessment

- Classroom: Half day a week

Gateway

- 13 months

Assessment

- 15-18 months
- Professional Discussion, Portfolio

Pathway

Apprenticeship: Assistant Accountant

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 3 Assistant Accountant course.

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Accounting Apprenticeship Routes

Level 3

Assistant Accountant Level 3