



# ASSISTANT ACCOUNTANT

## LEVEL 3 APPRENTICESHIP

## OVERVIEW

- > Starts in September and January
- > Up to 18 months (1 day per week, 9.15am-4.15pm)
- > Level 3
- > This apprenticeship embeds an additional AAT Level 3 Advanced Diploma in Accounting within it
- > Upon completion you can apply for the appropriate level of professional membership with AAT
- > You may be employed in various types of roles such as Accounting Assistant/ Technician, Accounts Clerk, Finance Assistant or Sales Ledger Clerk. These roles can be occupied within a practice or within a finance function of an organisation.



## **UNITS OF STUDY**

As an apprentice you will develop your knowledge, skills and behaviours in the following key areas:

- > **Business awareness**
- > **Transactional processes**
- > **IT systems and processes**
- > **Ethical standards**
- > **Using computerised accounting systems**
- > **Gathering, analysing and reporting information on income and expenditure**
- > **Relevant codes of conduct**
- > **Tax principles and regulations**
- > **Financial accounting and reporting**
- > **Management accounting**
- > **Analysing financial data and records**
- > **Professional reputation and integrity**
- > **Communicating to stakeholders to aid decision making**
- > **Producing quality and accurate information**
- > **Problem solving, collaboration and productivity**
- > **Embracing change and adopting priorities readily and flexibly to maintain high standards in a changing environment**



# ASSESSMENT AND TEACHING METHODS

## HOW WILL I BE TAUGHT?

- > Delivered sessions
- > 1-1 support in the workplace by a Work-based Tutor

## HOW WILL I BE ASSESSED?

- > End point assessment - structured interview supported by your portfolio of evidence
- > On-line assessments
- > An in-tray test
- > Reflective discussion
- > Synoptic examination



## **ENTRY CRITERIA AND PROGRESSION OPPORTUNITIES**

To enrol onto this course, you must:

- > Have Maths and English GCSE or equivalent at grade C/4 or above
- > Have a Level 2 Accounting qualification or relevant experience within industry
- > Be employed within a team responsible for maintaining an effective and accurate finance function within a business

Successful completion of this apprenticeship allows for progression onto the Level 4 Professional Accountant Apprenticeship at Preston's College.

