

Assistant Accountant Level 3 Advanced Apprenticeship

Qualification aims/objectives/suitability

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation. Part of your role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition the Assistant Accountant may work on regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Suitable job roles for this standard: Assistant Accountant / Trainee Accounting Technician / Accounts Clerk / Cashier Finance Assistant / Purchase Ledger Clerk / Sales Ledger Clerk

Functional Skills

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

Course Content includes:

- Business Awareness
- IT Systems and Processes
- Ethical Standards
- Financial Accounting and Reporting
- Management Accounting

Qualification

As well as ensuring full competency as an Assistant Accountant, the standard provides the foundation for progression into a number of career paths in the Accounting sector including Audit Trainee, Corporate Recovery Analyst, Credit Controller or Tax Accountant.

Duration

Typically 15 – 18 months

Venue

The course will be delivered and supported in the workplace and by the training provider.

If functional skills are required this may be delivered in the workplace or with the training provider.