

Assistant Accountant (ST0002) Level 3 Apprenticeship

Carrying out routine financial activities and support for businesses and organisations of all types and sizes.

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practise or alternatively within the finance function of an organisation. Part of their 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 find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Expected course duration

21 months.

College attendance

1 day a week in college.

College Day Release intakes

Bedford and Corby: September.

Central Bedfordshire College: 1 evening a week in college.

When can the apprentice start employment?

Bedford: May – August for September start.

Corby: May – August for September start.

When can the apprenticeship training start?

As soon as employment starts.

Course content

The apprenticeship covers a range of Skills Knowledge and Behaviours.

Whilst studying you will be supported throughout the programme to develop:

- Advanced Booking
- Indirect tax
- Final accounts preparation
- Management accounting costing
- Ethics for accountants
- Spreadsheet software

Diploma AAT Level 3:

- Business Awareness
- Financial accounting – preparing financial statements
- Management accounting techniques
- Tax processes for Business

Entry requirements

Essential:

- Maths Grade 9-4

and

- English Grade 9-4

What training is required in the workplace?

- Access to multiple IT packages including MS
- 20% off the job
- Access to Accounting software
- Access to analyse and report on financial data
- Financial accounting and management accounting

Further study and career options

Course progression:

- Progression to Level 4 AAT Diploma.

Career progression:

- Potential full-time employment options on completion, 18 months in industry
- experience as well as transferrable skills
- Progression to Leadership Finance Accountant

Additional information

- AAT Books - £150 (subject to change each year)
- Additional AAT Level 3 Diploma - £567.00

Campuses

Study is available at the following campuses:

- Bedford College
- Tresham College Corby Campus
- Central Bedfordshire College

For more information, please visit here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant-v1-2>