

Assistant Accountant

LEVEL 3 (AAT)



15 Month Programme + EPA

Combining outstanding teaching, workplace coaching and on the job experience to build the necessary skills to develop assistant accountants, incorporating the industry recognised AAT qualification.

Introduction to the course

Our Accounting programme combines dedicated workplace mentoring, on-the-job experience, access to high quality online resources alongside an outstanding blended delivery model.

This route builds the necessary skills, knowledge and behaviours required to become a highly competent Assistant Accountant.

Learner outcomes

During the programme, apprentices will cover topics developing their knowledge of basic double-entry booking and ethical practices, through to mastering complex financial processes including analysing financial data, calculating and submitting VAT returns and drafting final accounts.

Assessment

After completing examinations in each of the 4 units, the Assistant Accountant apprentice will progress to the End-Point Assessment in which the knowledge and evidence they have gathered throughout the programme will be assessed against the apprenticeship criteria. The End-Point Assessment will include:

- A 3 hour synoptic assessment (40% of the overall apprenticeship result)
- A reflective discussion supported by a portfolio of evidence (60% of the overall result)

Apprentices must achieve Level 2 English and Mathematics before completing the programme.

A good fit for

Anyone with a keen interest in accounting.

Future Jobs

- Accounts Administrator
- Credit Controller
- Tax Assistant

What's next?

The successful completion of the Assistant Accountant Apprenticeship offers a natural progression route to the Professional Accounting/ Taxation Technician Level 4 where the employee can become a fully qualified AAT Accounting Technician.

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Course overview



Start Date
Flexible



Level
3



Duration
15 Months + 3 Months EPA



Delivery
Blended



Assessment
On-Programme And End-Point Assessment



Qualification
Assistant Accountant Apprenticeship Certificate with a AAT Level 3 Advanced Diploma in Accounting. Knowledge to complete AAT Level 2 Foundation Certificate in Bookkeeping as optional.



Entry Requirements
Learners must have completed level 2 Maths and English by the end of the apprenticeship and other requirements may be set by certain employers.

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unlocking potential
delivering personalisation
enhancing performance

Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Programme Induction & Enrolment	Induction and fundamental accounting concepts Double entry bookkeeping. Business documents. Process of recording financial transactions. Control accounts, journals and reconciliations.			Advanced bookkeeping concepts Principles of advanced double entry bookkeeping. Non-current assets. Depreciation. Period end adjustments and the trial balance.			Final accounts preparation Financial reporting and reporting requirements. Producing accounts for sole traders & partnerships. Differences to Limited company accounts.			Management accounting costing concepts Costing techniques and cost apportionment. Budget review and analysis. Management accounting techniques and decision making.			Indirect taxation concepts Vat legislation. Vat return, errors omissions and filing. Vat regulatory and organisational requirements.			Synoptic assessment preparation Ethical code for professional accountants. Spreadsheet software to record, format and organise data. Tools and techniques for data analysis.		
	Blended learning, Coaching, Mentoring & Peer Support																	
	 			  			  			  			  			  		

Maths & English Level 2

* Maths and English functional skills may be included in your apprenticeship programme depending on the programme requirements and your prior attainment level.

Gateway



End Point Assessment

3 Months

- Synoptic Assessment
- Reflective element supported by portfolio of evidence

 Apprenticeship Achieved

Key



Exam



Live webinars



Skills coach and line manager progress reviews