

# 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)

### 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.



### AAT Qualification

Learners must complete the AAT Level 3 Diploma in Accounting as part of this programme.



### 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 Diploma in Accounting.

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## Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Programme Induction & Enrolment	<b>Wider professional landscape</b>  Regulatory compliance. Ethics. Business acumen. Communication.	<b>Digital &amp; data security</b>  Digital literacy. Problem solving. Accounting packages and applications.	<b>Business awareness</b>  Vulnerabilities within systems of financial control. Principles of data security and legislative requirements. Application of double entry bookkeeping & production of financial information.	<b>Financial accounting</b>  Accounting for capital transactions. Accruals and prepayments. Extended trial balance. Preparing financial statements. Partnerships and changes to partnerships. Ratio analysis.						<b>Management accounting techniques</b>  Introduction to cost accounting and decision making. Material and labour costs. Aspects of budgeting and cash budgeting. Decision making. Spreadsheet techniques to provide MI.			<b>Tax processes for business</b>  VAT, inputs and outputs. Payroll and VAT returns.	<b>Engagement &amp; communication</b>  Communication skills. Stakeholder management. Presentation skills.	<b>Accounting excellence</b>  Problem solving and critical thinking. Self-assessment.
	Blended learning, Coaching, Mentoring & Peer Support														

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