

Assistant Accountant

LEVEL 3 (AAT)



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.

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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 Diploma in Accounting.

Assistant Accountant

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unlocking potential
delivering personalisation
enhancing performance

 15 Month Programme + EPA

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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 & Enrollment	Wider Professional Landscape Regulatory compliance. Ethics. Business acumen. Communication.	Digital & Data Security Digital literacy. Problem solving. Accounting packages and applications.	Business Awareness Vulnerabilities within systems of financial control. Principles of data security and legislative requirements. Application of double entry bookkeeping and production of financial information.	Financial Accounting Accounting for capital transactions. Accruals and prepayments. Extended trial balance. Preparing financial statements. Partnerships and changes to partnerships. Ratio analysis.	Management Accounting Techniques Introduction to cost accounting and decision making. Material and labour costs. Aspects of budgeting and cash budgeting. Decision making. Spreadsheet techniques to provide MI.	Tax Processes for Business VAT, inputs and outputs. Payroll and VAT returns.	Engagement & Communication Communication skills. Stakeholder management. Presentation skills.	Accounting Excellence 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