



# ASSISTANT ACCOUNTANT LEVEL 3

## THE FACTS

**The full cost** £9,000

**Employer cost** £0 - £900

**Employer incentive** £0 - £1,000

**Duration** 2 years

**Qualification** No formal qualification but must sit the AAT exam

**Attendance** Day release

**Start dates** Roll on roll off

**End assessment** On going EPA, work place, exam & professional discussion

**Wages** £3.70 min.

## OVERVIEW

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 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.

### Entry Requirements

- Ideally candidates will have 5 GCSEs grade 9-4 (A\*-C) in English and maths

### Knowledge

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

### Skills

- Analysis
- Communication
- Produces Quality & Accurate Information
- Uses Systems & Processes
- Problem Solving

### Behaviours

- Embracing Change
- Adding Value
- Ethics & Integrity
- Personal Accountability
- Productivity
- Team Working & Collaboration

### Delivery Model

- Assessment and qualification will be carried out in the workplace



## PROFESSIONAL ACCOUNTING/TAXATION TECHNICAL LEVEL 4

### THE FACTS

|                           |   |
|---------------------------|---|
| <b>The full cost</b>      | £9,000  |
| <b>Employer cost</b>      | £0 - £900                                       |
| <b>Employer incentive</b> | £0 - £1,000                                     |
| <b>Duration</b>           | 1½ -2 years                                     |
| <b>Qualification</b>      | No formal qualification but my sit the AAT exam |
| <b>Attendance</b>         | Day release                                     |
| <b>Start dates</b>        | Roll on roll off                                |
| <b>Wages</b>              | £3.70 min.                                      |

### OVERVIEW

Individuals in the role of a Professional Accounting/Tax Technician will have responsibility for creating, and / or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

Examples of roles as a Professional Accounting/Tax Technician include, but are not limited to, Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Commercial Analyst, Payroll Manager, Senior Bookkeeper, Senior Financial Officer, Tax Investigations Officer, Personal Tax Assistant and Business Tax Assistant.

### Entry Requirements

- Ideally candidates will have 5 GCSEs grade 9-4 (A\*-C) in English and maths

#### Knowledge

- Technical Knowledge
- Business Awareness
- Ethical Standards
- Regulation & Compliance
- Systems & Processes

#### Skills

- Analysis
- Communication
- Leadership
- Planning & Prioritisation
- Produces Quality & Accurate Information
- Team Working & Collaboration
- Uses Systems & Processes

#### Behaviours

- Adaptability
- Adding Value
- Ethics & Integrity
- Proactivity
- Professional Scepticism

### Delivery Model

- Assessment and qualification will be carried out in the workplace and in College

To find out more about this qualification please contact: Craven College Apprenticeships Team on: 01756 693 680 or email: [apprenticeships@craven-college.ac.uk](mailto:apprenticeships@craven-college.ac.uk)