



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