



ASSISTANT ACCOUNTANT LEVEL 3

EMPLOYER COSTINGS

www.craven-college.ac.uk/apprenticeship-costings

DURATION & ATTENDANCE

18 months - Day release

START DATES

Roll on roll off

END ASSESSMENT

End Point Assessment
Synoptic Exam
Portfolio and Reflective Discussion

QUALIFICATION

Level 3 Apprenticeship Standard
Assistant Accountant
Option to sit AAT Exams

WAGES

www.gov.uk/apprenticeships-guide/pay-and-conditions

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) including 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

- Monthly workplace LDA visits
- Portfolio building - work based evidence
- College attendance 1 day per week during term time
- 20% off the job training tracked

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