



Assistant Accountant

Level 3 Apprenticeship

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 period 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.

Delivery Model

We have partnered with Mindful Education to deliver this apprenticeship through our online and in class model.

- Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace.
- In class, apprentices benefit from remote virtual classrooms and face to face development days with an experienced Learning and Development Practitioner (LDP). A combination of classroom-based lessons, group exercises and discussion encourage apprentices to apply theory to real-life workplace situations.

When you have completed all of the agreed learning and achieved the required exams, you will be invited to attend a gateway meeting with your LDP and your line manager to discuss your readiness for end point assessment (EPA). If no further learning is identified, you will progress through to EPA. You will be assessed against the requirements of the standard and awarded a final, overall grade for your apprenticeship.

Embedded Qualifications

The structure allows apprentices to achieve the AAT (Association of Accounting Technicians) Advanced Diploma in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting to gain knowledge, practical experience

and the all-important certification often sought by employers. This will be certified on successful completion of the required exams and synoptic assessment.

Theme Titles

- Bookkeeping essentials
- The fundamentals of Indirect tax
- Advanced bookkeeping
- How to prepare final accounts
- Management accounting: costing

Throughout the apprenticeship you will also learn about the relevant ethical standards and the IT systems and processes that will support your role. You will increase your business awareness and understanding of how your role fits in with the wider organisation and the sector in which you work.

Your Commitments

If you do not currently hold an English and maths qualification at level 2 or above, you will be required to complete the level 2 Functional Skills qualifications as part of your apprenticeship.

You are entitled to 20% of your working hours away from the job to complete your apprenticeship programme. This is measured over the whole of your learning journey.

Your LDP will work with you and your employer to ensure that you are regularly receiving this time to learn.



Entry Requirements:

Set by employers, this is likely to include 5 GCSEs, including Maths and English.

Applicants will need to be employed in a relevant accounting role.



Typical Duration:

14 Months + 3 Months End Point Assessment



Delivery Model:

Online, WebEx, Microsoft Teams, SKYPE, Face to face.

6 development days
15 virtual classrooms
1 development day and
2 virtual classrooms to support EPA preparation



End Point Assessment:

Synoptic test

Portfolio and Reflective Discussion

Apprenticeship Overview

No.	Theme	Comments	
↓	Induction	Sign up and start of learning 	Programme Launch  Introduction to Theme 1 
01.	Bookkeeping essentials 	This will cover online learning through bud and the Mindful Education VLE, virtual classrooms, a face to face development day, WDA (workplace development activities), interactions with LDP and progress reviews. Learning will focus on refreshing your knowledge of Bookkeeping.	Some of the topics covered include: <ul style="list-style-type: none"> Financial transactions in a bookkeeping system Processing customer and supplier transactions, receipts and payments Controls in a bookkeeping system
02.	The fundamentals of Indirect tax 	This will cover This will cover online learning through bud and the Mindful Education VLE, virtual classrooms, WDA, interactions with LDP, progress reviews and completion of the Level 3, Indirect tax exam. Start gathering evidence towards your portfolio.	Some of the topics covered include: <ul style="list-style-type: none"> VAT legislation Completing and submitting timebound VAT returns The implications of VAT errors
03.	Advanced bookkeeping 	This will cover online learning through bud and the Mindful Education VLE, virtual classrooms, 3x face to face development days, WDA, interactions with LDP, progress reviews and completion of the Level 3, Advanced bookkeeping exam. Gather evidence towards your portfolio.	Some of the topics covered include: <ul style="list-style-type: none"> The principles of advanced double-entry bookkeeping The acquisition and disposal of non-current assets Preparing and recording depreciation calculations
04.	How to prepare final accounts 	This will cover online learning through bud and the Mindful Education VLE, virtual classrooms, a face to face development day, WDA, interactions with LDP, progress reviews and completion of the Level 3, Final Accounts Preparation exam. Gather evidence towards your portfolio.	Some of the topics covered include: <ul style="list-style-type: none"> Financial recording and reporting requirements for organisations Ethical principles underlying final accounts and accounting preparation Producing accounts for sole traders and for partnerships
05.	Management accounting: costing 	This will cover online learning through bud and the Mindful Education VLE, virtual classrooms, a face to face development day, WDA, interactions with LDP, progress reviews and completion of the Level 3 Management accounting: costing exam. Gather evidence towards your portfolio.	Some of the topics covered include: <ul style="list-style-type: none"> Managing accounting in an organisation Applying techniques required for dealing with costs Identifying and reporting deviations from budget to management
06.	EPA 	Synoptic test A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.	Portfolio and Reflective Discussion A portfolio and reflective discussion which will comprise a range of evidence produced in the workplace to show that you have met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

For more information:  apprenticeshipplus.co.uk

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