

# ASSISTANT ACCOUNTANT – LEVEL 3



## PROGRAMME

Each apprenticeship standard has its own criteria for the knowledge, skills and behaviours that will be developed over the apprenticeship programme.

### KNOWLEDGE

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

### SKILLS

- ✓ Analysis
- ✓ Communication
- ✓ Produces Quality & Accurate Information
- ✓ Use systems & Processes
- ✓ Problem Solving

### BEHAVIOURS

- ✓ Embracing Change
- ✓ Adding Value
- ✓ Ethics and Integrity
- ✓ Personal Accountability
- ✓ Productivity
- ✓ Team working & Collaboration



## DURATION

The duration of the Level 3 Assistant Accountant Apprenticeship will typically be 15 months in total

The minimum duration on programme before an apprentice can take the end-point assessment is 12 months



## QUALIFICATION

The entry requirements will be set by the employer and therefore may vary. You will typically need five GCSEs grade 4-9 (old system A\*-C)

You may be required to take functional skills Maths and English at level 2, if you do not already hold the equivalent qualification GCSE grade 4-9 (old system A\*-C). This will be done prior to the assessment of the apprenticeship



## END POINT ASSESSMENT

The end-point assessment is the final showcase of competency for the apprentice across all the knowledge, skills and behaviours defined in the apprenticeship standards.

### SYNOPTIC ASSESSMENT

A role simulation synoptic exam

### PORTFOLIO AND REFLECTIVE ACCOUNT

A final showcase portfolio to evidence development with a reflective statement completed as a discussion with the assessment organisation

The end-point assessment will be graded with apprentices able to achieve either a pass or distinction.



## JOB ROLE

The roles associated with this apprenticeship can be varied but are likely to include:

- Finance based
- Supporting internal and external clients
- Assisting in day to day financial activities
- Data entry for management and or financial accounts
- Assisting in regulatory financial requirements



## DELIVERY

First Intuition is committed to dedicated support, added value and clear progression. Our apprenticeship delivery options offer flexibility to ensure every apprenticeship is fit for purpose

- ✓ Options of classroom or live online classes for knowledge courses
- ✓ Face to Face and live online skills and development days
- ✓ Online learning environment to support learning throughout the apprenticeship



## PROGRESSION

The level 4 Assistant Accountant/Tax Technician Apprenticeship is available and can be completed with several different qualifications attached

The Level 7 Professional Accountant Apprenticeship offers the opportunity to become a qualified accountant via an apprenticeship programme