

ASSISTANT ACCOUNTANT LEVEL 3



The 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
- ✓ Management Accounting
- ✓ Financial Accounting & Reporting

Skills

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

Behaviours

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

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.

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

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.



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 questions.

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.



Delivery

First Intuition is committed to dedicated support, added value and clear progression. Our apprenticeship delivery offers:

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



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.



Apprenticeships

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Approved