

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. The Level 3 standard lists 9 Occupational duties that map to the required Knowledge, Skills and Behaviours.

Duty 1

Assist with monthly and year end reporting of financial and accounts information. This will include the timely collation of data from a range of sources, such as different functions within one organisation, or a range of external clients if operating in a practice. This includes both foreseeable finance and accounting data requirements and unexpected requirements.

Duty 2

Maintain financial and accounting records including the timely collation of data from a range of sources. For example, different functions within one organisation, or a range of external clients if operating in a practice. This includes both foreseeable requirements and unexpected requests, often to tight timescales.

Duty 3

Safeguard against suspicious activities for example anti-money laundering.

Duty 4

Assist with the compilation of accounting and financial records, for example, to inform direct and indirect tax returns under supervision, audit documentation or control account reconciliations.

Duty 5

Deliver financial and accounting information and data to stakeholders to ensure that key messages are communicated.

Duty 6

Assist in the maintenance and use of digital systems by using software applications and packages to support the delivery of accurate and timely financial and accounting information.

Duty 7

Use digital systems safely to ensure that the cyber security of the organisation is not compromised, and data handling legislative requirements are met.

Duty 8

Undertake Continuous Professional Development by keeping up to date with relevant statutory obligations and procedural best practice.

Duty 9

Collaborate with people both internally and/or externally at appropriate levels with a view to deliver a service that meets customer's needs with a commitment to professional and ethical standards, for example, professional code of conduct and duty of confidentiality as appropriate.

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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, merit, or distinction.



Delivery

First Intuition is committed to dedicated support, added value and clear progression. This standard mandates delivery of the AAT Level 3 Diploma in Accounting. Our apprenticeship delivery

- ✓ 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 -18 months in total.

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