

Level 3 (AAT)

Assistant Accountant
Manchester - January & March 2024 intake

Occupation Duties

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 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 delivering a service that meets customers' needs with a commitment to professional and ethical standards, for example, professional code of conduct and duty of confidentiality as appropriate.

Typical Roles

Level 3 (AAT)

Assistant Accountant

January 2024 - February 2025

- » Assistant Auditor
- » Assistant Manager
- » Accountant/Financial Accountant
- » Accounts Payable and Expenses Supervisor
- » Commercial Analyst
- » Business Tax Assistant

Progression

The Level 4 Professional Accountant/Tax Technician apprenticeship can include several different professional qualifications, depending on the pathway selected.

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

Course Details

Entry Requirements: Entry requirements will be set by the employer and therefore may vary. Apprentices typically need five GCSEs grade 4-9 (old system A*-C)

Duration: Typically 12-18 months.

Funding Band: £12,000

This programme will provide apprentices with all of the knowledge, skills and behaviours needed to progress in the world of business.



First Intuition has been awarded Private College of the Year 2023 by PQ Magazine. This prestigious

award recognises First Intuition's ongoing commitment to providing exceptional training and support to our students.



FI Ltd has received an Outstanding grade according to our Ofsted report which was released on 4th February

2022. This is the highest available grade, which was awarded following our inspection visit carried out in December 2021.

Programme Pathways

We offer regular standard intakes for each of our programmes.
There are options to customise delivery and the timing of modules may depend upon location and delivery mode.

January 2024 Intake

	2024												2025		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
Level 3 Assistant Accountant - AAT Level 3 <i>Duration - 15 months</i>															
Impact Skills Programme	Intro		ISP 1	ISP 2				ISP 3				ISP 4&5			
Business Awareness (BUAW)			Exam												
Management Accounting Techniques (MATS)				Exam											
Tax Processes for Business (TPFB)								Exam							
Final Accounting (FAPS)											Exam				
Advanced Synoptic & EPA														Exam	
Portfolio	Monthly written assignments set evidencing workplace development								Portfolio prep session	Continued monthly assignments			Collation of final portfolio & EPA professional discussion		
Tasks set with Line Manager & Coach			Review				Review			Review			Review		

March 2024 Intake

	2024										2025									
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Level 3 Assistant Accountant - AAT Level 2 & 3 <i>Duration - 18 months</i>																				
Impact Skills Programme	Intro			ISP 1&2		ISP 3				ISP 4&5										
Introduction to Bookkeeping (ITBK)		Exam																		
Principles of Bookkeeping Controls (POBC)				Exam																
Management Accounting Techniques (MATS)									Exam											
Business Awareness (BUAW)										Exam										
Final Accounting (FAPS)															Exam					
Tax Processes for Business (TPFB)																	Exam			
Advanced Synoptic & EPA																			Exam	
Portfolio	Monthly written assignments set evidencing workplace development										Portfolio prep session	Continued monthly assignments					Collation of final portfolio & EPA professional discussion			
Tasks set with Line Manager & Coach			Review				Review				Review			Review			Review			

Programme Pathways

We offer regular standard intakes for each of our programmes.
There are options to customise delivery and the timing of modules may depend upon location and delivery mode.

March 2024 Intake

Level 3 Assistant Accountant - AAT Level 3
Duration - 13 months

	2024										2025				
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Impact Skills Programme	Intro			ISP 1&2		ISP 3				ISP 4&5					
Management Accounting Techniques (MATS)		Exam													
Business Awareness (BUAW)					Exam										
Final Accounting (FAPS)								Exam							
Tax Processes for Business (TPFB)									Exam						
Advanced Synoptic & EPA												Exam			
Portfolio	Monthly written assignments set evidencing workplace development								Portfolio prep session	Continued monthly assignments		Collation of final portfolio & EPA professional discussion			
Tasks set with Line Manager & Coach			Review			Review			Review			Review			

FI Skills and Development Coaches

Our growing team of highly experienced Skills and Development Coaches ensure apprentice and line manager programme understanding and assist with any queries right up until the end of the apprenticeship.

They are passionate about trainee development and work closely with our employers, the FI Client Relationship Management team and our expert Tutors in order to support progression and subsequently achievement of the highest potential for each individual apprentice.

The team includes specialists in each End Point Assessment and Professional Qualification along with Public Sector, Industry and Practice experts, plus a Mental Health and Apprenticeship Support Lead in order to assist and advise where additional interventions may be necessary.



Frequently asked questions



How do I register with AAT?

You will need register with AAT prior to starting your apprenticeship, via the AAT website. Your employer must pay for the cost of your registration.



What happens if I have exemptions from some modules?

You will need to check which exemptions you can claim with AAT directly. This will determine the point at which you will enter the apprenticeship and the modules the programme will include. Your employer will need to cover the cost of your exemptions.



How and when will I receive my study materials?

As soon as you are booked on to your course you will immediately receive online access on FI Learn, our online learning platform. If your course requires physical materials too you will either receive them on day 1 of the course (for in-centre courses), or we will be in touch with you ahead of each course to confirm your address and order your materials for delivery (for online or online-live courses). For some programmes materials will be provided in digital format.



How do I know who my Tutor is?

Each time you are booked on to a new course you will receiving joining instructions, which will include the name and contact details of your tutor for each module.



How will I study for my professional qualification?

AAT tuition is delivered via both classroom and online study modes.



Can I choose when I sit my exams?

All of your exams are planned in advance, before your apprenticeship begins, so you will have a clear idea of what exams you have to sit and when, before you start.

What our clients say about us



Communication, small classes, the feeling of building up relationships with FI. They know the trainees, so they know who you're talking about. You can tell that they know who they are. They're invested and we have great communication.

Michelle DiMascio, Assistant Manager, UHY



FI are so approachable and knowledgeable about the whole apprenticeship experience. In-depth knowledge of AAT, ACA, ACCA. They can explain everything to us a lot better than what we've experienced previously, they know all the ins and outs to stop us from tripping up.

Kathryn Rigbye, Manager – People, PM+M



Contact Us



Email the team at
manchester@fi.co.uk



CALL
0161 228 6564



WEBSITE
www.firstintuition.co.uk