

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

- ☒ Financial Accounting
- ☒ Management Accounting
- ☒ Creating and Maintaining Financial Records
- ☒ Internal Fraud and Money Laundering
- ☒ Digital Financial and Accounting Packages
- ☒ Cyber-Security
- ☒ Data Security
- ☒ Diversity, Inclusion and Cultural Awareness
- ☒ Organisational Business Strategy
- ☒ Professional Ethics
- ☒ Wider Financial and Accounting Professional Landscape

Skills

- ☒ Investigating Financial Queries
- ☒ Record and Analyse Financial Data
- ☒ Production of Accurate Financial Information
- ☒ Reconcile Financial Data
- ☒ Develop and Maintain Effective Working Relationships
- ☒ Communicate Financial Information
- ☒ Utilise Digital Skills
- ☒ Use Software Packages
- ☒ Communicate Using Varying Approaches
- ☒ Investigate, Resolve or Escalate Transactional Queries and Errors

Behaviours

- ☒ Collaborative and Inclusive
- ☒ Ethical and Professional
- ☒ Organised With Attention to Detail
- ☒ Embracing Change
- ☒ Wellbeing and Resilience
- ☒ Professional Judgement
- ☒ Sustainability Good Practice
- ☒ Engaging With Wider Stakeholders and Keeping Up to Date With Changes

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.

ASSISTANT ACCOUNTANT LEVEL 3



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.

Professional Discussion Underpinned by a Portfolio

A portfolio of evidence compiled on-programme with a formal discussion between the apprentice and an independent assessor.

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.