

# LEVEL 3 ASSISTANT ACCOUNTANT



An Apprenticeship in accounting will enable you to actively participate in running a business by learning and assisting with its financial activities, such as invoicing, sales ledgers, taxes and payroll. You will initially begin as an assistant accountant and help a business plan and manage their money, so you must always be methodical, efficient, and discreet. You will likely be office-based and working in a finance department as part of a larger organisation or a small accountancy firm. This will expose you to several other businesses and offer good opportunities for career and study progression. You will also be awarded an AAT certificate in accounting. With the offer from London South East Colleges, you will gain the Association of Accounting Technicians (AAT) qualification alongside the apprenticeship.

## DELIVERY OVER 21 MONTHS



## KNOWLEDGE/SKILLS/BEHAVIOURS

### Knowledge

- Financial accounting, adjustment and reporting
- Management accounting
- Creating/maintaining financial records
- Indirect taxation
- Digital financial and accounting
- Packages and applications

### Skills

- Record and analyse financial data
- Reconcile financial data
- Communicate financial information
- Utilise digital skills
- Apply double-entry bookkeeping and accounting standards

### Behaviours

- Collaborative and inclusive
- Ethical and professional
- Organised with an attention to detail
- Embracing change
- Engaging with wider stakeholders
- Well-being and resilience
- Professional judgement

## ENTRY REQUIREMENT

GCSE A\*-D / 9-3, including GCSE English at A\*-C / 9-4 and GCSE Maths at A\*-D / 9-3 or equivalent. Learners must have completed Level 2 Maths and English by the end of their apprenticeship. Individuals requiring additional support must participate in an intensive week long programme or attend weekly sessions.

## ATTENDANCE AND SUPPORT

- Apprentices are accepted on the basis that they will have a high level of attendance at College (if applicable) and in the workplace.
- Our apprentices will be offered support and be encouraged to develop the ability to work on their own and as team players. We expect our apprentices to show enthusiasm and the motivation to reach and exceed their goals.

## QUALIFICATION

- AAT Level 3 Diploma in Accounting.
- This apprenticeship aligns with AAT for Qualified Bookkeeper.

## ASSESSMENT METHODS

- A knowledge assessment
- A professional discussion underpinned by a portfolio.

## QUALIFICATION

Professional accounting and taxation technician, Accountancy [and taxation professional]