



# ASSISTANT ACCOUNTANT

## Level 3, Apprenticeship Standard

### ELIGIBILITY/ENTRY REQUIREMENTS

- Aged 16+ years.
- GCSE grades 4-9 maths and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.
- Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation.

Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

### APPRENTICESHIP REQUIREMENTS


Carrying out routine financial activities and support for businesses and organisations of all types and sizes.



## TYPICAL JOB ROLES IN THIS AREA INCLUDE:

Assistant Accountant, Trainee Accounting Technician, Accounts Clerk, Cashier Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk.

## PROGRESSION ROUTE:



The Assistant Accountant Standard provides the foundation for progression into a number of career paths in the Accounting sector including Audit Trainee, Corporate Recovery Analyst, Credit Controller or Tax Accountant.

### KEY FACTS:

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| <b>Delivery location</b>               | Stretford.   |
| <b>Typical duration</b>                | 16 months.   |
| <b>Study mode/frequency</b>            | Day release or evening session available, plus workplace visits.   |
| <b>Apprenticeship Standard</b>         | Upon completion the apprentice will receive a level 3 Assistant Accountant Standard  |
| <b>Knowledge and skills</b>            | Business awareness, IT systems and processes, ethical standards, financial accounting and reporting, management accounting.  |
| <b>Competency/skills or behaviours</b> | Analysis, communication, problem solving, producing quality and accurate information.  |
| <b>Functional Skills</b>               | Functional Skills will be required for English and Maths at level 2 if you have not already attained an equivalent qualification.  |
| <b>Assessment</b>                      | The program is assessed via a synoptic end-test and a portfolio and reflective discussion to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail. |

For further information contact START on **0161 886 7461** or email **start@tcg.ac.uk**  
Stockport, Trafford, Apprenticeship, Recruitment Team