

ASSISTANT ACCOUNTANT APPRENTICESHIP LEVEL 3 (AAT)

EMPLOYER TRAINING
& APPRENTICESHIPS

For new or existing staff

Qualification

AAT Level 3 Advanced Diploma
in Accounting

Completers may want to progress to
Professional Accounting / Taxation
Technician Standard

This apprenticeship standard is designed to further enhance the skills and knowledge of those with some accounts or finance experience. It includes the AAT's Advanced Diploma in Accounting which helps develop the skills to master more complex financial processes, including final accounts for sole traders and partnerships, costs and revenues and professional ethics, making it perfect for anyone interested in a career in bookkeeping, or who wants to go on to become a fully-qualified accountant.

Delivery model and duration:

College delivery 1 day per week, or a blended approach, with half a day in College one week and half a day online the following week.

Duration: 15 months plus 3 months for End Point Assessment

Ideal for:

- Accounts Administrators
- Bookkeepers
- Tax Assistant/Trainees
- Trainee Accounting Technicians

The apprenticeship will cover the following core areas:

- Advanced bookkeeping
- Final accounts preparation
- Management accounting
- Ethics for accounting
- Indirect tax
- Spreadsheets for accounting

Benefits to business:

- Engage your staff in advanced accounting techniques
- Increase staff productivity
- Increase staff retention
- Continue succession planning for your business

Entry Criteria:

- GCSEs in English and maths grade 9-4 or A*- C and completion of AAT Level 2

Benefits for learners:

- Increase career prospects
- Add value to your current organisation
- Develop your accounting skills and abilities
- Gain a greater understanding of business

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GC
Gloucestershire College

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End Point Assessment

The End Point Assessment will test the entire Standard, and be undertaken as follows:

- Multiple choice test consisting of 40 questions.
- 60 minute Professional discussion underpinned by a portfolio of evidence

Components

English and Mathematics qualifications completed in line with the apprenticeship funding rules

Occupational Duties

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 with 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.

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 request, often to tight time-scales.

Safeguard against suspicious activities for example anti-money laundering.

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.

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

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.

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

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

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.