

Assistant Accountant Advanced Apprenticeship Standard

Ofsted Outstanding Provider

Course Level: Level 3

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

This Apprenticeship Standard focuses on developing the skills needed to assist accountants in managing financial records, preparing tax returns and analysing financial data, providing a solid foundation for a career in accountancy

What's Covered:

The topics you will cover whilst training include:

Accountancy Apprentices who come to Newcastle College will study the professional accountancy qualification AAT Level 3

Role Profile:

An Assistant Accountant provides support to internal and external customers and will work predominantly 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.

Entry Requirements:

Candidates need a minimum of four GCSEs, including maths & English (minimum grade 4/C).

In addition, learners starting at Level 3 will have a suitable level 2 accounting qualification or experience.

Assessment Information:

As part of this apprenticeship you will complete the AAT level 3 qualification which will require you to attend weekly college classes and pass end of unit exams.

To achieve your apprenticeship you will also need to achieve a minimum of a pass in the end point assessment.

The End Point Assessment includes:

1. Synoptic end test
2. Reflective discussion
3. Portfolio of evidence

To start the End Point Assessment, Apprentices must hold a Level 2 English and maths qualification.

Fees and Financial Support:
While you are on an apprenticeship your employer pays you a salary and supports you whilst you undertake your training

Progression:

Typical job roles include:

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

If you successfully achieve all parts of the apprenticeship, your assessor will discuss your next steps to take. Dependent on your roles and responsibilities, this may be the next level of the subject you have been studying already or a different pathway.

What else do I need to know?
On an apprenticeship programme you usually will work for a minimum of 30 hours a week for the employer and then have one day a week at college or designated time in the workplace.
Some job roles will require a DBS before starting, you will be advised at interview stage if this is required.

How do I find out more?

T: 01782 254287 (Newcastle office)

T: 01785 275660 (Stafford office)

E: apprenticeships@nscg.ac.uk