

# Assistant Accountant

|                             |   |
|-----------------------------|---|
| <b>Sector</b>               | Relevant to all employment sectors  |
| <b>Who is it for?</b>       | New recruits and existing staff   |
| <b>Start date</b>           | September and January   |
| <b>Level</b>                | 3   |
| <b>Duration</b>             | 15 months plus three months for end-point assessment                          |
| <b>End-point assessment</b> | Knowledge assessment and a professional discussion underpinned by a portfolio |
| <b>Qualification</b>        | Level 3 Assistant Accountant  |
| <b>Delivery model</b>       | Weekly college session  |

This standard aims to give the Apprentice the knowledge, skills and behaviours to successfully complete accounting tasks and duties.

Day-to-day tasks may include monitoring daily communications and answering queries, preparing statutory accounts, ensuring payments, amounts and records are correct, working with spreadsheets, and recording and filing cash transactions.

## Typical job roles include:

Assistant auditor

Assistant management accountant

Accounts payable

Expenses supervisor

Commercial analyst

Senior financial officer

Payroll manager

Personal/business tax assistant

# What your Apprentice will learn



Apprentices develop knowledge, skills and behaviours to be able to work effectively in their job role.

These form the Apprenticeship standard that has been developed and agreed with employers.

The knowledge, skills and behaviours that your Apprentice will learn include:

## Knowledge

Principles of financial accounting

Principles of management accounting

Principles of creating and maintaining financial records

Fundamentals of potential vulnerabilities within systems of financial control

Principles of data security and professional ethics

Codes of conduct in a finance and accounting environment

## Skills

Assisting with financial information queries

Record and analysing financial data

Double entry bookkeeping and accounting standards to process financial documents

Producing accurate financial information for the preparation of accounts

Reconciling financial data

Utilising digital skills to present key financial information

## Behaviours

Collaboration and inclusivity

Ethical

Professionalism

Organisation

Engagement with wider stakeholders






# 100%

pass rate at end-point assessment  
in 2023/24 for this standard

## Get in touch

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