

Assistant Accountant

Sector	Relevant to all employment sectors
Who is it for?	New recruits and existing staff
Start date	September and January
Level	3
Duration	8 months
Apprenticeship Assessment	Professional discussion taken during 8 month period
Qualification	Level 3 Assistant Accountant
Delivery model	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

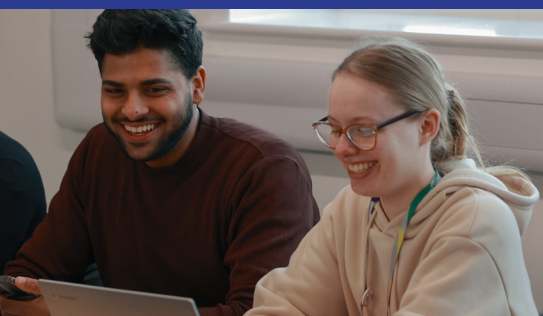
Collaboration and inclusivity

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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