



ASSISTANT ACCOUNTANT (AAT) APPRENTICESHIP

**Level:**

3

Duration:

16 months - one day per week

Entry requirements:

A minimum of grade C (5/4) in Maths and four GCSEs at Grade C (5/4) or above, including English are required. Some employers may request higher grades. Information Technology is desirable.

OR a Level 2 AAT qualification. If you haven't got your Level 2 we will include three Level 2 modules at the start of your Level 3.

Overview:

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.





Aim:

The purpose of the AAT Advanced Diploma in Accounting is to provide students with the specialist knowledge and skills required for progressing either to employment in an accounting or finance role, or to enable progression to further study in accountancy and finance.

Five mandatory units:

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Synoptic Assessment

If needed these three Level 2 modules will be included at the start of your Level 3:

- Bookkeeping Controls
- Bookkeeping Transactions
- Using Accounting Software (Sage 50)

You can also achieve your Level 3 AAT Advanced Diploma in Accounting

Where Can I Study?

Training 2000 Blackburn and Blackpool

Objectives

A competent assistant account on completion of the Apprenticeship Standard will meet the following requirements:

Knowledge

- Business Awareness
- IT Systems and Processes
- Ethical Standards
- Financial Accounting and Reporting
- Management Accounting

Skills

- Analysis
- Communication
- Produces Quality and Accurate Information
- Uses Systems and Processes
- Problem Solving

Behaviours/Attitude

- Embracing Change
- Adding Value
- Ethics and Integrity
- Personal Accountability
- Productivity
- Team working and Collaboration





Job examples?

Accounts Clerk, Cashier, Credit Control Clerk, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk

Any other useful Information:

Upon successful completion of your Assistant Accountant Standard you can progress onto the Professional Accounting Apprenticeship Level 4.

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