University of Lancashire
Training 2000

INFORMATION FOR STUDENTS

Apprenticeships

Assistant Accountant

Level 3 Apprenticeship

An accounts or finance assistant plays a crucial role in maintaining accurate financial functions within an organisation. They assist accountants with routine tasks, which can vary by team structure and business size. Their duties include data entry, basic bookkeeping, managing sales or purchase ledgers, and ensuring accurate records and payments, often using digital finance systems. They may also handle cash transactions.

Duration: 18 months - one day per week. Six hours per week need to be dedicated towards portfolio work and training in the workplace

Where will I study:
Training 2000, Blackburn

Entry requirements:
A minimum of four GCSEs at Grade 5 (B/C) or above, including maths and English. OR a Level 2 AAT qualification. If you haven't got your Level 2 we will include basic book keeping at the start of your Level 3.
All accounting apprentice applicants must complete an Accounting Assessment Day with our experienced accountancy team.

Association of Accounting Technicians:
Your AAT registration is included with your Apprenticeship

What you'll learn

Comprehensive reporting
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 within 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.

Accurate record-keeping
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 requests, often to tight timescales.

Ensuring compliance
Safeguard against suspicious activities for example anti-money laundering.

Supporting record compilation
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.

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

IT systems and processes
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.

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

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

Effective collaboration
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.

You can also achieve your Level 3 AAT Diploma in Accounting*.

aat Approved

How you'll be assessed?

You will sit exams at various stages through your Apprenticeship:

1. Preparing Financial Statements
2. Tax Processes for Businesses
3. Business Awareness
4. Management Accounting Techniques

At the end of your Apprenticeship you'll go through an end-point assessment (EPA) and be graded a pass, merit or distinction based on a:

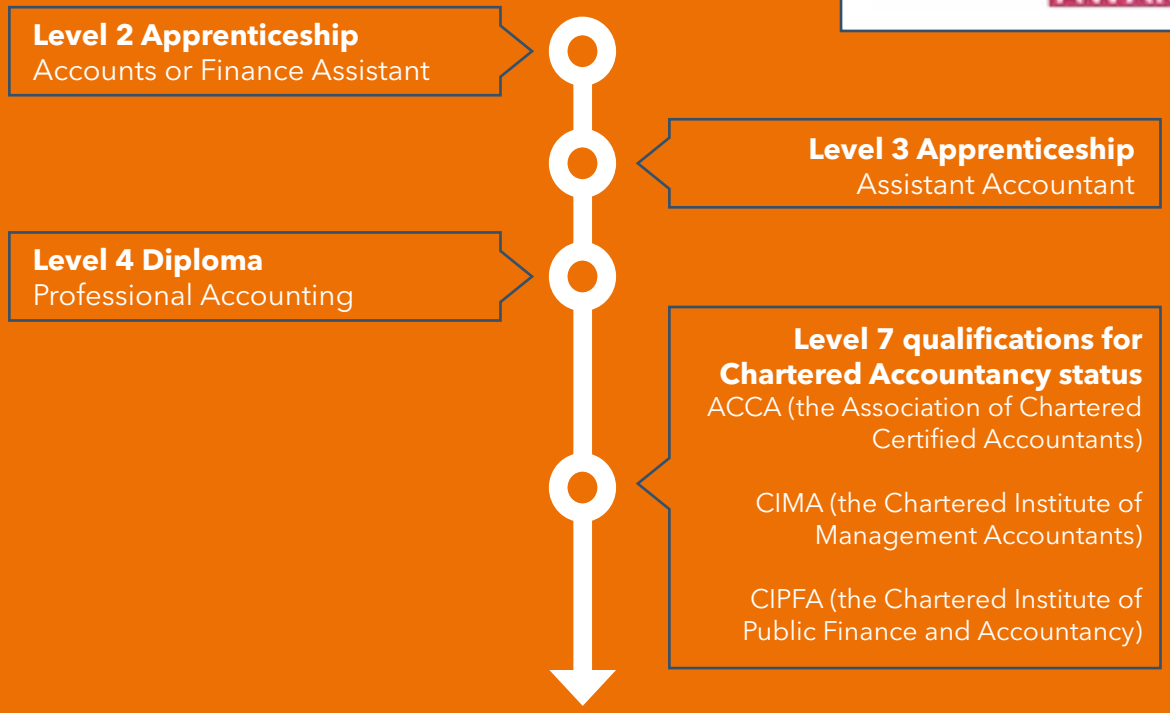
1. A final assessment covering the knowledge and skills gained
2. A portfolio and reflective discussion

Accounting apprentice, Holly, won the Professional Services Apprentice of the Year award at the

LANCASHIRE APPRENTICESHIP AWARDS 2024

Your Apprenticeship career path

Below is an example career path showing how you can earn, learn and study up to Degree level with an Apprenticeship. Training 2000 are part of the University of Central Lancashire which makes it easier than ever to progress on to a Degree Apprenticeship or Degree.



The opportunities are endless when you complete an Accountancy Apprenticeship. There are no limits to what direction your career could take.

Interested? Apprenticeships start throughout the year. Apply now!

www.training2000.co.uk
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Proud to be part of the University of Lancashire

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