

# Assistant Accountant

Level

3

Duration

Typically 16 months

**Levy Cost** £12,000

**Non-Levy Cost**  
Fully funded or 5% (£600)

## How can a Assistant Accountant apprentice benefit my business?

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant 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.

## Who is the Assistant Accountant apprenticeship for?

The assistant accountant apprenticeship will suit job roles including; Assistant Accountant, Trainee Accounting Technician, Accounts Clerk, Cashier Finance Assistant and Purchase Ledger Clerk.

## Additional 'Mandatory' Qualification

### AAT Level 3 Diploma in Accounting

As part of the Assistant Accountant Apprenticeship your apprentice will also complete the Level 3 Diploma in Accounting. This qualification covers a range of essential accounting tasks, such as maintaining cost accounting and the preparation of reports and returns. It provides students with the specialist knowledge and skills required to progress in an accounting or finance role.

## What will it cost the business to take on an apprentice?

**Levy-paying employers** in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

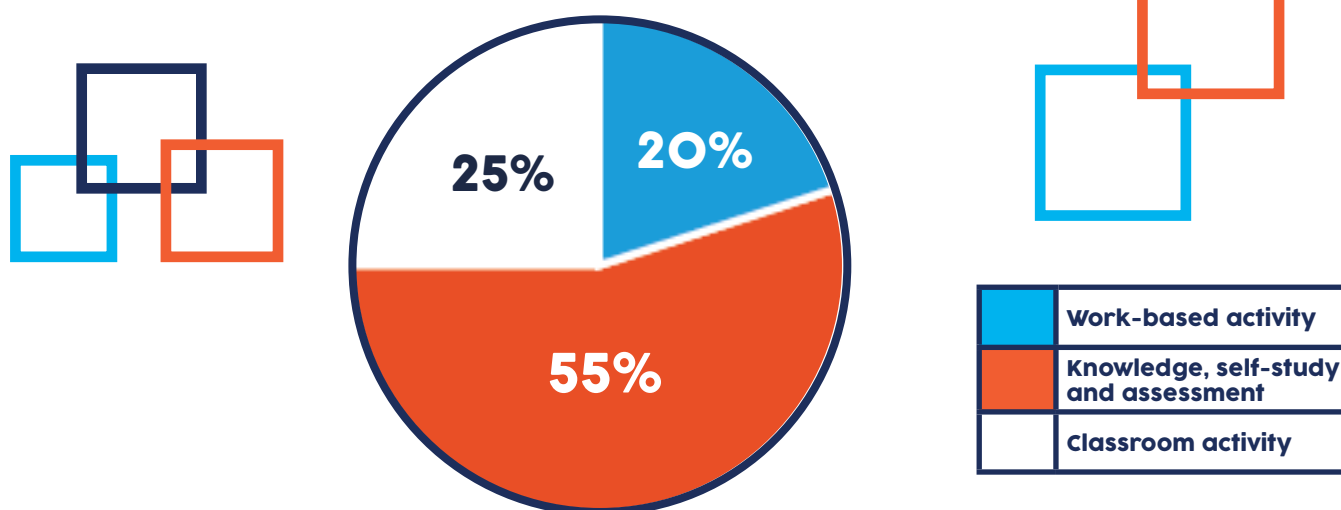
**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

\*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

## Classroom Delivery

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college fortnightly on a Tuesday between 09:00 - 16:00 and will study online materials during allotted time at work on a weekly basis.

## How is the '20% off-the-job' training delivered?



## Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

## End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Assistant Accountant apprenticeship consists of:

- An open book multiple choice knowledge assessment
- A portfolio and reflective discussion

## The Learner Journey

<b>Month 1</b>	<b>Sign-up and induction</b>	<b>Skills scan · Developmental activities (including extended writing guidance) · Induction · Training plan</b>
<b>Months 2-13</b>	<b>On programme</b>	<b>Mindful education VLE completion · Classroom session · Qualification preparation and exams</b>
<b>Months 14-15</b>	<b>Gateway to EPA</b>	<b>Portfolio building · Tutorials · Synoptic preparation.</b>
<b>Month 16</b>	<b>EPA</b>	<b>Multiple choice knowledge assessment · Portfolio · Progression routes</b>

## Progression

On successful completion candidates may progress onto:

- Professional accounting Taxation technician Level 4 apprenticeship