



LEVEL 3

Assistant Accountant

Programme Overview

Welcome to the 13 month, Level 3 Assistant Accountant Programme.

Assistant Accountants are recognised around the world as respected individuals within accountancy, taxation, finance and business. From supporting with strategic business advice to audited financial statements or assisting with mergers and acquisitions, a career as an Assistant Accountant can be diverse and challenging; it's not just about putting numbers into a spreadsheet. Assistant Accountants use technical knowledge, skills and experience to aid organisations and people to make responsible and sustainable financial decisions. They are required to act in the public interest and must therefore maintain the highest standards of professional conduct and competency; upholding ethical behaviour and integrity at all times.

Key Facts

**Price**

£9,000

**Apprenticeship Level**

Level 3

**Duration**

Typically, 13 months

**Qualifications**

No formal qualifications are mandated as part of this Apprenticeship.

Role Profile

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.

Examples of roles as an Assistant Accountant include, but are not limited to, Assistant Accountant, Trainee Accounting Technician, Accounts Clerk, Cashier Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk.

Core Knowledge

This standard delivers the following key knowledge areas:

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

**Speak to one of us today
to find out more:**

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