

LEVEL 3

# ASSISTANT ACCOUNTANT

## APPRENTICESHIP STANDARD

**21 MONTHS DURATION**

( 18 months learning / 3 months EPA )

**aat**  
Approved



### WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for those wishing to develop and master more complex accounting disciplines.

Job roles suitable include:

- Accounts payable clerk
- Audit trainee
- Bookkeeper
- Practice bookkeeper
- Tax accountant

### ENTRY REQUIREMENTS

As part of this standard you will need to work towards and achieve Level 2 functional skills in maths and English.

### COSTS

Maximum of £8,000 if you are a Levy payer  
Maximum of £400 if you are a non-Levy company

\*Additional costs £147 AAT membership, paid directly to AAT by the employer

### WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Advanced bookkeeping
- Final accounts preparation
- Management accounting and costing
- Indirect tax
- Ethics for accountants
- Spreadsheets for accounting

### END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Advanced synoptic assessment (exam)
- Professional discussion
- Portfolio creation

### PROGRESSION OPPORTUNITIES

You could progress on to the Level 4 Professional Accountant Technician Apprenticeship.

### RECOMMENDED QUALIFICATION

Alongside the Level 3 Assistant Accountant Apprenticeship Standard we also offer, at an additional cost of £192, Advanced Diploma in Accounting Level 3. Consisting of 4 additional unit assessments.