CTskills aat

ASSISTANT ACCOUNTANT
Level 3

🕐 17 Months

An assistant accountant provides support to internal and external customers and works predominantly as an assistant accountant within practice or within the finance function of an organisation. Part of their role will involve assisting in the day-to-day financial activities. In addition, the assistant accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns.

FUTURE OPPORTUNITIES

- Assistant Accountant
- Trainee Accounting Technician
- Accounts Clerk
- Cashier Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk

OUR PARTNERS

Nottingham City Council

VAILLANT GROUP

OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

PROGRAMME OF STUDY

- AAT Diploma in Accounting
- Off-the-Job Training Requirement Fulfilled
- Showcase Portfolio
- Level 2 English Qualification
- Level 2 Maths Qualification

KNOWLEDGE

- Principles of financial accounting
- Principles of management accounting
- Principles of creating and maintaining financial records
- Fundamentals of potential vulnerabilities such as Fraud and Money Laundering
- Fundamentals of indirect taxation
- Fundamentals of digital financial and accounting packages
- Principles of cyber-security and working safely online
- Principles of data security and legislative requirements
- Approaches to diversity, inclusion and cultural awareness
- The role of accountancy or finance within the organisational business strategy.
- The wider financial and accounting professional landscape
- The principles of professional ethics and codes of conduct

SKILLS

- Investigation and response to financial information
- Record and analyse financial data
- Apply double-entry bookkeeping and accounting standards
- Assist with the production of accurate financial information
- Reconcile financial data
- Investigate, resolve or escalate transactional queries
- Develop and maintain effective working relationships
- Communicate financial information
- Utilise digital skills to present key financial information
- Use software packages
- Communicate using varying approaches

BEHAVIOURS

- Carry out the duties of their role
- Professional judgement
- Wellbeing and resilience
- Engaging with wider stakeholders
- Embracing change
- Organised with an attention to detail
- Ethical and Professional
- Collaborative and inclusive

RESULTS

100%
EPA Pass rate

EXCELLENT
reviews from employers and learners on 'Find an Apprenticeship'

97%
of our learners are satisfied with their overall learning experience

KNOWLEDGE ASSESSMENT
A final test to evaluate the skills and knowledge attained during the course

- The test will comprise 40 questions over 4 themes.
- The test should typically take 90 minutes to complete with an additional 60 minutes available for preparation, research and reflection time.
- The knowledge test will be a combination of multiple-choice questions and calculation-based questions.
- The knowledge test will be completed remotely at a suitable venue.
- Overall result of test is graded as fail, pass or distinction.

PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO

- The portfolio of evidence will be completed on-programme and must reflect the full range of knowledge, skills and behaviours detailed in the standard
- The portfolio should contain evidence collated from the workplace such as, but not limited to, workplace product evidence, spreadsheets, working papers, email communications, meeting minutes, timesheets, screenshots of accounting dashboards and data analytics, appraisal and 1-2-1 objective setting, worksheets, assignment projects and reports, record of any formal discussions.
- Evidence submitted can address more than one of the knowledge, skills, and behaviours of the standard - holistic evidence
- The professional discussion will be conducted by the independent assessor, you will be asked at least 10 questions to demonstration competence.
- The discussion will take place under exam conditions
- The duration of the professional discussion will be a minimum of 60 minutes

EPA GRADES
- Pass
- Merit
- Distinction

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