

Assistant Accountant Level 3



Programme

Each apprenticeship standard has its own criteria for the knowledge, skills and behaviours that will be developed over the apprenticeship programme.

Knowledge

- ✓ Business Awareness
- ✓ IT Systems & Processes
- ✓ Ethical standards
- ✓ Financial Accounting & Reporting
- ✓ Management Accounting

Skills

- ✓ Analysis
- ✓ Communication
- ✓ Produces Quality & Accurate Information
- ✓ Use systems and processes
- ✓ Problem Solving

Behaviours

- ✓ Embracing Change
- ✓ Adding value
- ✓ Ethics and integrity
- ✓ Personal Accountability
- ✓ Productivity
- ✓ Team working & collaboration



Duration

The duration of the Level 3 Assistant Accountancy Apprenticeship will typically be 15-18 months in total. The minimum duration on programme before an apprentice can take the end-point assessment is 12 months.



Qualification

The entry requirements will be set by the employer and may vary. You will typically need five GCSE's grade 4-9 9 (A* to C). You may be required to take functional skills if you do not already hold GCSE equivalent qualifications. Peak will support you to complete functional skills qualifications and they will be completed prior to your end point assessment.



End-point assessment

The end-point assessment is the final opportunity for an apprentice to showcase their competency across all the knowledge, skills and behaviours defined in the apprenticeship standards.

Synoptic Assessment

A case study exam

Set by the AAT this exam is part of the professional qualification

Professional discussion

Professional discussion with an independent assessor

The discussion will go through the portfolio of evidence gathered throughout the apprenticeship



Job Role

The roles associated with this apprenticeship can be varied but are likely to include:

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



Delivery

Peak Accountancy Training are committed to supporting every apprentice, adding value, and providing clear progression opportunities. Our apprenticeship delivery options offer flexibility to ensure every apprenticeship is tailored to the apprenticeship and employer needs.

- ✓ Options of classroom or live online classes for knowledge courses typically 1 afternoon per week.
- ✓ Face to face and live online development through work-based visits and a series of professional discussions during the apprenticeship.
- ✓ Completion of Level 3 Accountancy AAT qualifications, 5 exams and end-point assessment.



Progression opportunities

The Level 4 Assistant Accountant/Tax Technician Apprenticeship is available and can be completed with several different qualifications attached.

The Level 7 Professional Accountant Apprenticeship offers the opportunity to become a chartered accountant via an apprenticeship programme.