

Assistant Accountant Level 3



Programme

Each apprenticeship standard has its own criteria for the duties that will be developed over the apprenticeship programme.

Duty 1 Assist with monthly and year end reporting of financial and accounts information.

Duty 2 Maintain financial and accounting records including the timely collation of data from a range of sources

Duty 3 Safeguard against suspicious activities for example anti-money laundering

Duty 4 Assist with the compilation of accounting and financial records

Duty 5 Deliver financial and accounting information and data to stakeholders to ensure that key messages are communicated

Duty 6 Assist in the maintenance and use of digital systems by using software applications and packages to support the delivery of accurate and timely financial and accounting information

Duty 7 Use digital systems safely to ensure that the cyber security of the organisation is not compromised, and data handling legislative requirements are met

Duty 8 Undertake Continuous Professional Development by keeping up to date with relevant statutory obligations and procedural best practice

Duty 9 Collaborate with people both internally and/or externally at appropriate levels with a view to deliver a service that meets customer's needs with a commitment to professional and ethical standards



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.

Professional discussion

Professional discussion with an independent assessor

Synoptic Assessment

Designed to test your ability and draw together the knowledge and skills learnt

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



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.
- ✓ Live online development of skills and behaviours through progress review meetings and a series of professional discussions and assessments during the apprenticeship to help compile the portfolio of evidence
- ✓ Completion of AAT Level 3 qualifications, 4 exams and end-point assessment.



Duration

The duration of the AAT Level 3 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 therefore may vary. You will typically need five GCSEs grade 4-9 (old system A*-C)

You may be required to take functional skills in Maths and English if you do not already hold the equivalent qualifications GCSE. Peak will support you to complete the functional skills qualifications and they will be completed prior to the end point assessment.



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



Progression opportunities

The AAT Level 4 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.