

# Apprenticeships +

## Assistant Accountant

### Apprenticeship Level 3





## Quick Information

### New Apprenticeship Standard designed by employers for employers

**Sector**

Financial Sector and Accounting functions across all sectors

**Who is it for?**

New recruits and existing staff

**Start date**

January and September

**Level**

Level 3

**Duration**

Minimum of 15 months

**How does it work?**

Delivered in your workplace with one day a week in College and tutor visits every 6 – 8 weeks

**Content**

Menu of options that can be tailored to your business

**Assessment**

Synoptic test and portfolio with reflective discussion at the end of the programme

**Qualification**

Assistant Accountant Apprenticeship

**Additional qualifications**

AAT Advanced Diploma in Accounting

Level 3

**Review**

The apprenticeship will be reviewed after a maximum of 3 years.

## Assistant Accountant

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.



## Key Areas of Study

This apprenticeship will develop your learner's abilities to deliver a range of administrative tasks. Your learner will cover essential skills, knowledge and behaviours in the workplace. If they are completing a NVQ as part of their apprenticeship, you will be able to select from a number of optional units to best suit the needs of your business.

## Knowledge and Understanding

### Business Awareness

- Understands the transactional processes and support provided by accountancy firms or the accounting function within an organisation.
- Understands their organisations business strategy including customer and supplier needs, in order to produce relevant and compliant financial information.
- Is aware of how their role fits in with the wider organisation and sector they are working in.

### IT Systems and Processes

- Understands how to enter accounting transactions, perform a reconciliation, correct errors and produce a range of reports using a computerised accounting system.
- Understands the systems and process of the organisation, within the responsibility of the position such as Sales, Purchase and Payroll.
- Understands the use of all relevant office and accounting packages used within their organisation, relevant to their job role.

### Ethical Standards

- Understands the relevant Ethical Standards to protect their own and their organisations professional reputation and integrity.
- Understands the importance of upholding relevant codes of conduct.

## Financial Accounting and Reporting

- Understands the basic elements of double entry bookkeeping and accounting standards required to process financial documents and report financial information to users of accounts.
- Understands the current financial standards for basic accounts preparation, in order to be able to make necessary end of year adjustments.
- Understands what is required to draft final accounts.
- Understands how to account for the purchase and disposal of non-current assets.
- Understands the basic tax principles to apply current regulations to calculate VAT and submit a VAT return.

## Management Accounting

- Understands how to recognise and use different accounting approaches and is able to gather, analyse and report information about income and expenditure to support decision-making, planning and control.

## Skills and Behaviour

### Analysis

- Effectively records and analyses financial data at the appropriate level using the organisation's standard tools and processes.
- Communicates to all stakeholders to aid decision making to add value to the organisation, within the responsibility of the position.

### Communication

- Works both independently and as part of a team within the organisation's standards; competently demonstrates an ability to communicate both in writing and orally at all levels, using a range of tools and demonstrating strong interpersonal skills and cultural awareness when dealing with internal and external customers.
- Demonstrates the ability to communicate financial information in a way that non-finance staff can interpret and understand.

### Produces Quality and Accurate Information

- Consistently delivers high quality, 'right first time' financial and performance data in a timely fashion in line with the organisation's requirements, to aid decision making and planning.

### Uses Systems and Processes

- Demonstrates the ability to identify the appropriate systems and processes to work productively in order to complete required tasks.
- Demonstrates competent use of office and accounting packages. Able to maintain the security of accounting information using passwords and backup routines.

## Problem Solving

- Applies techniques to both common and non-routine problems, analysing where required and selecting the appropriate tools and techniques to produce solutions.
- Escalates or seeks guidance and support where appropriate.

## Embracing Change

- Accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.

## Adding Value

- Identifies opportunities to actively engage in the wider business when appropriate.
- Provides information that positively contributes to influencing business decisions whilst continually striving to improve own working processes and those of the organisation.

## Ethics and Integrity

- Applies a transparent and objective manner in all actions and interactions to ensure that they meet the ethical requirements of the profession.

## Personal Accountability

- Takes the initiative for own personal development.
- Proactively takes responsibility for completing tasks and meeting expectations.
- Consistently prioritises in order to achieve timely outcomes.

## Productivity

- Organises work effectively and achieves required results within deadlines.
- Performs professionally in pressurised situations and escalates appropriately when necessary.

## Team working and Collaboration

- Consistently supports colleagues & collaborates to achieve results.
- Aware of their role within the team & their impact on others.

## Training, Tutoring and Assessment

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The programme takes a minimum of 15 months to complete, at which point your trainee can start their final assessment.

As part of the apprenticeship, your trainee will study for the AAT (Association of Accounting Technicians) Advanced Diploma in Accounting Level 3, which is recognised by all UK chartered and certified accountancy bodies.

The pace at which your trainee progresses through their apprenticeship will be driven by you and them. We will work closely with you to plan and deliver appropriate support and training. Your trainee will mainly learn on the job, but training and one-to-one tutoring are a key part of the new apprenticeship standards, not just assessment, with more time on tutoring as part of the off-the-job training.

We will carry out joint reviews with you at regular intervals where progress will be discussed. You can use your normal performance management processes to monitor the progress of the trainee, provide feedback and guide development. Your trainee will be expected to keep a portfolio to track their learning and development throughout the apprenticeship.

## End Point Assessment

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The final assessment has two components which have been designed to be completed once the apprentice has finished the on-programme learner journey. Both components will need to be passed in order for the apprentice to be awarded the Apprenticeship:

1. Synoptic end-test (worth 40%) – this is an overall test covering the knowledge and skills gained throughout the programme and detailed in the standard.
2. Portfolio and reflective discussion (worth 60%) – this will comprise a range of evidence produced in the workplace to show that the apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

*For more information on the assessment for Assistant Accountant Apprenticeship please see the full assessment plan in the Apprenticeship Standard documentation. We will arrange the End Point Assessment.*



### Apprentice Entry Requirements

Individual employers set the selection criteria, but this is likely to include 5 GCSEs, including Maths and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification. Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

### Progression Opportunities

As well as ensuring full competency as an Assistant Accountant, this standard provides the foundation for progression into a number of career paths in the Accounting sector including Audit Trainee, Corporate Recovery Analyst, Credit Controller or Tax Accountant.

- Accounting AAT Professional Diploma Level 4

### More Information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email [employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk) or call **0114 260 2600** to speak to one of our friendly employer advisors.

### Get In Touch

#### Email

[employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk)

#### Call

0114 260 2600

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### Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

*We appreciate how difficult and time consuming it can be to recruit suitable staff. That's why we will source, shortlist and prepare candidates before you meet them.*

*We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.*

*At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.*