

APPRENTICESHIP STANDARD: ASSISTANT ACCOUNTANT L3

Kickstart your career in finance with hands-on experience and essential skills in accounting, making you an invaluable asset to any business!

Level 3 · Apprenticeship · Truro College

TOP COURSE HIGHLIGHTS

SUPPORTIVE LEARNING ENVIRONMENT

HIGHLY EXPERIENCED TUTORS

DEVELOP SKILLS IN LINE WITH INDUSTRY NEEDS

LEARN FROM SECTOR EXPERTS

Gain invaluable insights and hands-on experience from industry expert tutors who bring real-world knowledge and expertise to the classroom. Their guidance will help you develop the skills and confidence needed to excel in your chosen field.

DEVELOP WORK-RELATED SKILLS

Enhance your practical abilities and gain hands-on experience that directly translates to the workplace. This apprenticeship course focuses on real-world applications, ensuring you are well-prepared to meet the demands of your chosen career.

SUPPORTIVE LEARNING ENVIRONMENT

Thrive in a nurturing and collaborative atmosphere where your growth and success are our top priorities. Our dedicated tutors and staff are always available to provide guidance, encouragement, and resources to help you achieve your goals.

WHY CHOOSE THIS COURSE?

This apprenticeship standard equips apprentices with essential skills in financial processes, including bookkeeping, preparing financial statements, and managing accounts. This programme is designed to develop proficiency in using accounting software, understanding tax processes, and supporting business operations. Apprentices will gain practical experience and theoretical knowledge, ensuring they are well-prepared for a career in accounting. Employers benefit from having skilled professionals who can contribute to the financial health of their organisations. This apprenticeship is ideal for those looking to start a rewarding career in finance and accounting.

WHAT WILL I LEARN?

Knowledge The Assistant Accountant Apprenticeship Standard covers a comprehensive range of knowledge areas essential for accounting roles. Apprentices will learn about financial accounting and reporting, management accounting, and the principles of taxation. They will gain insights into business finance, ethical standards, and regulatory requirements. Additionally, the programme includes training on using accounting software, understanding financial statements, and supporting business operations. This knowledge ensures apprentices are well-equipped to handle various accounting tasks and contribute effectively to their organisations.

Skills This Apprenticeship Standard equips apprentices with a variety of practical skills essential for accounting roles. Apprentices will develop proficiency in maintaining financial records, preparing financial statements, and managing accounts. They will learn to use accounting software effectively, handle tax processes, and support business operations. Additionally, apprentices will gain skills in communication,

FOR THE LATEST COURSE INFORMATION

Scan for assessment arrangements, learner support, confirmed start dates and how to apply.
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problem-solving, and teamwork, ensuring they can contribute effectively to their organisations and adapt to various accounting tasks. **Behaviours** Apprentices should demonstrate integrity, professionalism, and a commitment to continuous improvement. They are expected to uphold ethical conduct, pay attention to detail, and communicate effectively, ensuring they contribute positively to their workplace and maintain the high standards of the accounting profession. **Typical Duties that an Apprentice will carry out in the workplace:**

- Maintaining financial records: Keeping accurate and up-to-date records of financial transactions.
- Preparing financial statements: Assisting in the preparation of monthly and year-end financial reports.
- Managing accounts: Handling accounts payable and receivable, including raising invoices and processing payments.
- Using accounting software: Utilizing software to input data, generate reports, and manage financial information.

WHERE WILL IT TAKE ME?

Completing the Assistant Accountant Apprenticeship opens up numerous career opportunities in the accounting and finance sector. Apprentices can progress to roles such as Assistant Management Accountant, Financial Analyst, or Audit Trainee. Additionally, apprentices can progress to the Level 4 Professional Accounting Technician Apprenticeship Standard with Truro & Penwith College.

ENTRY REQUIREMENTS

Grade 4 GCSE (C) in English and Maths and a Level 2 AAT qualification or completion of the Level 2 Accounts Assistant apprenticeship standard.

IMPORTANT

Course information can change. Please use the QR code below for the current assessment arrangements, entry requirements and start dates.

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