

L3 APPRENTICESHIP

ASSISTANT ACCOUNTANT

Overview

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.

Entry requirements*

Grade 4 GCSE (C) or above in English and Maths plus AAT Level 2 or A Level Accountancy

Who is the course for?

Typically for: Assistant Accountant / Trainee Accounting Technician / Accounts Clerk / Cashier Finance Assistant / Purchase Ledger Clerk / Sales Ledger Clerk.

Programme content

Knowledge

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

KEY INFORMATION

Typical Duration:
21 months + 3 months EPA

Taught Days:
One day every week term time only

Delivery Location:
Truro

Funding value:
£8,000

(£400 employer contribution if required)

Skills

- 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.
- 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.
- 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.
- 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.
- 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

Behaviours

- Accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.
- 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.
- Applies a transparent and objective manner in all actions and interactions to ensure that they meet the ethical requirements of the profession.
- Takes the initiative for own personal development. Proactively takes responsibility for completing tasks and meeting expectations. Consistently prioritises in order to achieve timely outcomes.
- Organises work effectively and achieves required results within deadlines. Performs professionally in pressurised situations and escalates appropriately when necessary
- Consistently supports colleagues & collaborates to achieve results. Aware of their role within the team & their impact on others

Gateway

The decision on whether the Apprentice is ready for end-point assessment will be made by the employer, the Apprentice and supported as required by the Training Provider.

An Apprentice will be put forward for end-point assessment when it is felt that they have achieved the required experience in the workplace to put them in the best possible position to achieve success. This can include but is not limited to:

- Passing any suggested exams (at Truro & Penwith College this will be AAT Level 3) they may be required to take as part of their on-programme assessment
- Completion of training logs which demonstrates they have met the knowledge, skills and behaviours detailed in the standard
- Evidence from performance appraisals
- Feedback from progress reviews completed by the Training Provider



End point assessment

EPA methods

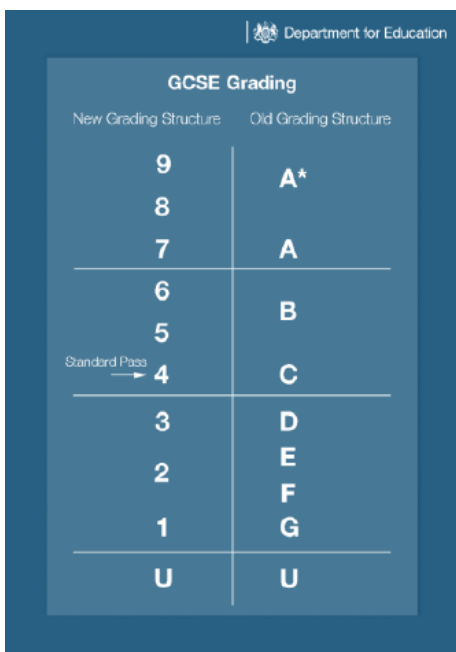
- Synoptic Test
- Portfolio and reflective discussion

Apprentices can therefore expect to be assessed through a combination of testing in controlled conditions, evidence produced in the work-place and recorded interview, therefore comprehensively examining the work they have completed.

Contact information

For further information, please call our Business Relations Team on 01872 242711 or email apprenticeships@truro-penwith.ac.uk

* A guide to GCSE grading and Functional Skills



Department for Education

| GCSE Grading | |
|-----------------------|-----------------------|
| New Grading Structure | Old Grading Structure |
| 9 | A* |
| 8 | |
| 7 | A |
| 6 | B |
| 5 | |
| 4 Standard Pass → | C |
| 3 | D |
| 2 | E |
| 1 | F |
| | G |
| U | U |

| Functional Skills are equivalent to GCSE's, the table below shows the comparison | |
|--|-------------------------|
| Entry Level 1 | GCSE below G or Level 1 |
| Level 1 | GCSE D-G or level 1-3 |
| Level 2 | GCSE A*- C or level 4-9 |