

Assistant Accountant Apprenticeship Standard



Role/Occupation: Assistant Accountant Level 3

Overview: Carrying out routine financial activities and support for businesses and organisations of all types and sizes.

An Assistant Accountant provides support to internal and external customers and will work either predominantly as an assistant accountant within a 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.

DURATION

The apprenticeship will typically take 15-18 months to complete.

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.

ENGLISH & MATHS

Apprentices without Level 2 English or Maths will need to achieve this prior to taking their End Point Assessment.

For those with an education, health and care plan or a legacy statement, the minimum English and Maths requirement is Entry Level 3. For those whose primary language is British Sign Language, BSL qualifications are an alternative to English qualifications.

QUALIFICATIONS

There are no mandatory qualifications for this apprenticeship standard, however apprentices will have the opportunity to sit AAT L3 as part of their apprenticeship.

LINK TO PROFESSIONAL REGISTRATION

There are no professional membership application options for this apprenticeship.

COMPETENCIES

Knowledge	What is required
Business Awareness	<p>Understands the transactional processes and support provided by accountancy firms or the accounting function within an organisation</p> <p>Understands their organisations business strategy including customer and supplier needs, in order to produce relevant and compliant financial information</p> <p>Awareness of how their role fits in with the wider organisation and sector they are working in</p>
IT Systems & Processes	<p>Understands how to enter accounting transactions, perform a reconciliation, correct errors and produce a range of reports using a computerised accounting system</p> <p>Understands the systems and process of the organisation, within the responsibility of the position such as Sales, Purchase and Payroll</p> <p>Understands the use of all relevant office and accounting packages used within their organisation, relevant to their job role</p>
Ethical Standards	<p>Understands the relevant Ethical Standards to protect their own and their organisations professional reputation and integrity</p> <p>Understands the importance of upholding relevant codes of conduct</p>
Financial Accounting & Reporting	<p>Understands the basic elements of double entry bookkeeping and accounting standards required to process financial documents and report financial information to users of accounts</p> <p>Understands the current financial standards for basic accounts preparation, in order to be able to make necessary end of year adjustments</p> <p>Understands what is required to draft final accounts</p> <p>Understands how to account for the purchase and disposal of non-current assets</p> <p>Understands the basic tax principles to apply current regulations to calculate VAT and submit a VAT return</p>
Management Accounting	<p>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</p>

Skills	What is required
Analysis	<p>Effectively records and analyses financial data at the appropriate level using the organisation's standard tools and processes</p> <p>Communicates to all stakeholders to aid decision making to add value to the organisation, within the responsibility of the position</p>
Communication	<p>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</p> <p>Demonstrates the ability to communicate financial information in a way that non-finance staff can interpret and understand</p>
Produces Quality & Accurate Information	<p>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</p>

Skills	What is required <i>(Continued)</i>
Uses Systems & 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

Behaviours	What is required
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 & 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 & Collaboration	Consistently supports colleagues & collaborates to achieve results Aware of their role within the team & their impact on others

ON-PROGRAMME DELIVERY

As part of our delivery, apprentices will be invited to attend AAT Level 3 lessons to underpin the knowledge elements of the apprenticeship. In addition, apprentices are required to build a portfolio of evidence during their time on the programme.

Each apprentice will be allocated a Coach to support ongoing learning and preparation for End Point Assessment. In addition, Progress Reviews will take place regularly to ensure the apprentice is on track.

All apprentices will be invited to attend relevant workshops to support the development of the Knowledge, Skills and Behaviours.

END POINT ASSESSMENT

The EPA consists of two assessment methods:

1. A synoptic end-test
2. A portfolio and reflective discussion

The EPA will be conducted by an Independent External Assessment Organisation (IEAO).

PROGRESSION

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.

REALITY CHECK

- Previous accounting qualification (A-Level/AAT L2) or extensive accounts experience needed
- Lessons – 6.5hrs once per week (afternoon and evening of a weekday)
- Expectation of significant amounts of homework and self-study
- Time and support required from the employer to the apprentice during the apprenticeship to include: regular Performance Reviews, relevant off the job training and preparation for the final EPA
- Employer has to be involved in the EPA and provide support and time to the apprentice in preparation for the EPA

COSTINGS

Maximum Funding Band: £8,000

The cost of the apprenticeship will be negotiated with you in line with Government guidelines

Additional Costs:

- AAT Registration - £48
- AAT Annual Membership Fees - £99
- Examination Fees - £235 to certificate Level 3 Diploma
- Re-sits - £52-£500
- Optional - IT Functional Skills Level 2 - £200