

ASSISTANT ACCOUNTANT

This qualification covers a range of complex accounting tasks. Apprentices will learn and master financial processes, including accounting principles and concepts, advanced bookkeeping, final accounts, VAT issues in business, management accounting costing techniques and ethical practices for accountants. Apprentices will also gain software skills through spreadsheet training for accounting.

Course Overview

The structure allows students to achieve the AAT (Association of Accounting Technicians) Foundation Certificate and Advanced Diploma in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers. 20 % off the job training will also be a requirement of the course.

Modules

- Advanced bookkeeping
- Final accounts preparation
- Management accounting: costing
- Indirect tax
- Ethics for accountants
- Spreadsheets for accounting

The skills and knowledge gained throughout this qualification will qualify learners for roles including Finance Officer, Assistant Accountant and Bookkeeper.

Course code
AS3 AA

Award on successful completion
AAT Assistant Accountant
L3 Standard

Study type
Day Release

Level
3

Start date
September

Duration
18 months

Fees
£8000 for levy payer or 5% contribution to non - levy payers (£400)

Location
Worcester or
Bromsgrove Campus

End Point Assessment

The two EPA assessment methods are:

- Structured interview (supported by a portfolio of evidence summary)
- In-tray test

Both assessment methods will be conducted and graded by an independent EPAO.

Entry requirements

Maths and English GCSE at grade 4 or above (or Functional Skills Level 2 in English and Maths)

Good keyboarding skills are essential.

A good knowledge of Microsoft Office.

Achievement of an AAT Level 2 Foundation Certificate in Accounting.

Methods of assessment

Exams, Assignments, Portfolio and End Point Assessment.

What can I do next?

Professional Accounting Technician AAT L4.