

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 Association of Accounting Technicians (AAT) 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

Course code
AS3 AA

Award on successful completion
AAT L3 Standard

Study type
Day Release

Level
3

Start date
September and April

Duration
18/22 months

Fees
£12,000. Funded by government 16-21, 22+ 5% employer contribution unless levy

Location
Worcester

Entry requirements

English and maths GCSEs graded 4 or above (or Functional Skills Level 2 in English and maths).

Apprentices will also be required to have achievement of an AAT Level 2 Foundation Certificate in Accounting.

Apprentices will also need to have good keyboarding skills and a good knowledge of Microsoft Office programmes.

Methods of assessment

Every apprentice will be required to complete an End Point Assessment (EPA).

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.

What can I do next?

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

Alternatively, you may want to take further courses to progress your career. This could include the Professional Accounting Technician AAT, Level 4, qualification.