

# 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

### DURATION

The apprenticeship will typically take 18 months to complete.

### ENTRY REQUIREMENTS:

Entry requirements will be determined by individual employers but it is essential that the apprentice has a previous accounting qualification (A-Level/AAT L2) or extensive accounts experience, including Bookkeeping.

### ENGLISH & MATHS:

Apprentices without Level 2 in English and Maths will need to achieve this during the course of their apprenticeship and 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:

The apprentice must complete and pass either of the following qualifications:

- AAT Level 3 Diploma in Accounting
- AAT Advanced Diploma in Accounting

### LINK TO PROFESSIONAL REGISTRATION:

There are no professional membership application options for this apprenticeship.

### COMPETENCIES:

This apprenticeship aligns with AAT for Qualified Bookkeeper. The experience gained and responsibility held by the apprentice on completion of the apprenticeship will either wholly or partially satisfy the requirements for registration at this level.

### DUTIES:

- **Duty 1** Assist with monthly and year end reporting of financial and accounts information. This will include the timely collation of data from a range of sources, such as different functions within one organisation, or a range of external clients if operating in a practice. This includes both foreseeable finance and accounting data requirements and unexpected requirements.
- **Duty 2** Maintain financial and accounting records including the timely collation of data from a range of sources. For example, different functions within one organisation, or a range of external clients if operating in practice. This includes both foreseeable requirements and unexpected requests, often to tight timescales.
- **Duty 3** Safeguard against suspicious activities for example anti-money laundering.

## DUTIES:

- **Duty 4** Assist with the compilation of accounting and financial records, for example, to inform direct and indirect tax returns under supervision, audit documentation or control account reconciliations.
- **Duty 5** Deliver financial and accounting information and data to stakeholders to ensure that key messages are communicated.
- **Duty 6** Assist in the maintenance and use of digital systems by using software applications and packages to support the delivery of accurate and timely financial and accounting information.
- **Duty 7** Use digital systems safely to ensure that the cyber security of the organisation is not compromised, and data handling legislative requirements are met.
- **Duty 8** Undertake Continuous Professional Development by keeping up to date with relevant statutory obligations and procedural best practice.
- **Duty 9** Collaborate with people both internally and/or externally at appropriate levels with a view to deliver a service that meets customer's needs with a commitment to professional and ethical standards, for example, professional code of conduct and duty of confidentiality as appropriate.

## KNOWLEDGE:

KNOWLEDGE	WHAT IS REQUIRED?
K1	Principles of financial accounting, adjustment and reporting including calculation and input of accruals and prepayments, maintenance of the fixed asset register, accounting for asset purchase and disposal, depreciation and financing.
K2	Principles of management accounting for example, the principles of provision of costings, awareness of monthly and rolling forecasting and including the principles of financial planning, the calculation of income and expenditure budgets, budget holder sign off, and the investigation and reporting of variances to budgets.
K3	Principles of creating and maintaining financial records including accounts payable, accounts receivable, cash management and principles of payroll.
K4	Fundamentals of potential vulnerabilities within systems of financial control such as internal fraud and money laundering.
K5	Fundamentals of indirect taxation including approaches to completing indirect tax returns and supporting documentation and records.
K6	Fundamentals of digital financial and accounting packages and applications including the maintenance of key databases, spreadsheets, data analytics and the appropriate use of data to provide information.
K7	Principles of cyber-security and working safely online within a finance and accounting context.
K8	Principles of data security and legislative requirements regarding data handling in a financial and accounting context.
K9	Approaches to diversity, inclusion and cultural awareness and their impact on finance and accountancy.
K10	The role of accountancy or finance within the organisational business strategy.
K11	The wider financial and accounting professional landscape including the requirement to stay abreast of changes in technology and practice and awareness of the role of regulators and professional bodies.
K12	The principles of professional ethics and codes of conduct in a finance and accounting environment.

## SKILLS:

SKILLS	WHAT IS REQUIRED?
S1	Assist with the investigation and response to financial information queries
S2	Record and analyse financial data using the organisation's standard tools and processes.
S3	Apply double entry bookkeeping and accounting standards to process financial documents, generate financial statements and report financial information to users of accounts.
S4	Assist with production of accurate financial information for the preparation of accounts.
S5	Reconcile financial data, e.g. preparation of reconciliations or review of reconciliations.
S6	Investigate, resolve or escalate transactional queries and errors within their remit as appropriate.
S7	Develop and maintain effective working relationships with stakeholders.
S8	Communicate financial information in a way that non-finance stakeholders can interpret and understand.
S9	Utilise digital skills to present key financial information using finance and accounting software and applications.
S10	Use software packages to assist with basic accounting tasks in line with cyber and data security requirements, using data securely and safely, including backing up data.
S11	Communicate using varying approaches and different media methods with an appreciation of the risks and benefits to the business of social media and other digital applications.

## BEHAVIOURS:

BEHAVIOURS	WHAT IS REQUIRED?
S1	Collaborative and inclusive – builds strong collaborative working relationships recognising the importance of diversity and inclusion.
S2	Ethical and Professional – applies a transparent, objective and sustainable manner to meet the ethical requirements of the profession.
S3	Organised with an attention to detail – organises work efficiently and effectively to meet required targets, escalating queries or problems as appropriate. Demonstrates a professional approach to working to deadlines.
S4	Embracing change – accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.
S5	Engaging with wider stakeholders and keeping up to date with changes in the finance industry which impact their organisation or role.
S6	Wellbeing and resilience – demonstrates a commitment to personal wellbeing and an awareness of support and resources available; Contributing to cultivating an open, honest and empathetic work environment.
S7	Professional judgement – applying a critical eye to transactions and trends for reasonableness, demonstrating a 'right first time approach'.
S8	Carry out the duties of their role by reference to sustainability good practice whether specific to their occupation or externally recognised. For example, by prioritising practices in their work that contribute to minimising or reversing climate change by reducing the use of non-renewable resources.

## ON-PROGRAMME DELIVERY:

As part of our delivery, apprentices will attend AAT L3 lessons to gain and underpin the knowledge elements of the apprenticeship. In addition, apprentices are required to build a portfolio of evidence, prior to their End Point Assessment.

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 their Knowledge, Skills and Behaviours.

## END POINT ASSESSMENT:

The EPA consists of two assessment methods:

1. Knowledge Assessment
2. Professional Discussion underpinned by a Portfolio

## PROGRESSION:

Please talk to us about progression from this Apprenticeship.

## REALITY CHECK:

- Lessons – 9am-4pm once a week during term time.
- Expectations of significant amounts of homework and self-study.
- A previous accounting qualification (A-Level/AAT L2) or extensive accounts experience, including bookkeeping.
- Time and support required from the employer to the apprentice during the apprenticeship to include: regular Performance Reviews and relevant off the job training.
- Employer has to be involved in the End Point Assessment and provide support and time to the apprentice in preparation for the EPA.

## COSTINGS:

### Maximum Funding Band: £12,000

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

Additional Costs:

- Potential costs associated with the mandatory qualification – eg re-sits
- Employer to cover the cost of AAT student membership