

Assistant Accountant Level 3

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.

The duration for this apprenticeship is 15-18 months (this does not include the End Point Assessment (EPA) period).

Apprentices will complete an end point assessment. It includes the following components:

1. A synoptic end-test

Covering the knowledge and skills gained throughout the on programme stage and detailed in the standard.

2. A portfolio and reflective discussion

Comprising a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard.

The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

The purpose of this is to test the knowledge, skills and behaviours of the apprentice as set out in the apprenticeship standard.

For more information about the Assistant Accountant Level 3 apprenticeship, please visit:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant/>

or contact 0113 284 6464 / employers@leedscitycollege.ac.uk.