



Level 3

# Assistant Accountant Apprenticeship

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## Summary

An apprenticeship in accounting will enable you to actively participate in the running of a business by learning and assisting with its financial activities, such as invoicing, sales ledgers, taxes and payroll. The level 3 apprenticeship is for individuals who are looking to provide support to internal and external customers whilst working as either an Assistant Accountant within an Accountancy firm or within the Accounts or Finance function of an organisation. Roles can include an Assistant Accountant, Accounts clerk or purchase ledger clerk.

## Entry Criteria

A minimum of 4 GCSE's including Maths and English Grade 4 (C ) or above and level 2 AAT qualification or equivalent

## Attendance

Apprentices will attend college one day a week (during term-time only) at our Kingsway College campus.

## Duration

18 months + End Point Assessment

## What will I learn?

You will study towards the recognised **AAT Level 3 Diploma**. On the Level 3 Assistant Accountant Apprenticeship you will gain knowledge, skills and behaviours for:

- Business Awareness
- IT systems and Processes
- Ethical Standards
- Financial Accounting and Reporting
- Management Accounting
- Analysis
- Problem Solving
- Personal Accountability
- Productivity

## Key words

- Advanced Bookkeeping
- Taxes
- VAT
- Financial Accounts

**Riverside  
College**

Widnes & Runcorn

# The Apprenticeship Journey

## Initial Steps



### Make an application

- Via your employer
- Or for a new apprenticeship vacancy



### Interview Stage

(N/A for existing employees)



### Initial Assessment

Functional Skills  
(if required)

## Your Apprenticeship



### Induction (0-3 months)

- Start with employer
- Enrolment / commence college course
- Understand expectations



### On Programme (3– 18months)

- Continue attending college
- Study towards AAT level 3 diploma
- Work towards knowledge, skills and behaviours
- Develop portfolio



### Gateway (18 months+)

- Achieved Level 3 AAT diploma
- Achieved Level 2 Maths/ English
- Submit portfolio of evidence

## Your End Point Assessment



### End Point Assessment (18+ months)

- Graded Distinction, Merit, Pass or Fail

#### Assessment Type

Knowledge Assessment

Portfolio & Professional Discussion



# How To Contact Us

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## Employer Services:

**Phone:** 0151 257 2828

**Email:** [enterprise@riversidecollege.ac.uk](mailto:enterprise@riversidecollege.ac.uk)

**Website:** [www.riversidecollege.ac.uk/apprenticeships](http://www.riversidecollege.ac.uk/apprenticeships)

**Twitter:** @riversidecoll

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