



# 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/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

15 months + End Point Assessment

### What will I learn?

You will study towards the recognised AAT Level 3 Advanced 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

# 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– 15 months)

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

### Gateway (15 months+)

- Achieved Level 3 AAT diploma
- Achieved Level 2 Maths/ English
- Meet required standard for End Point Assessment

## Your End Point Assessment



### End Point Assessment (15+ months)

- Graded Distinction, Pass, or Fail

#### Assessment Type

Synoptic Assessment

Portfolio & Reflective 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)

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