

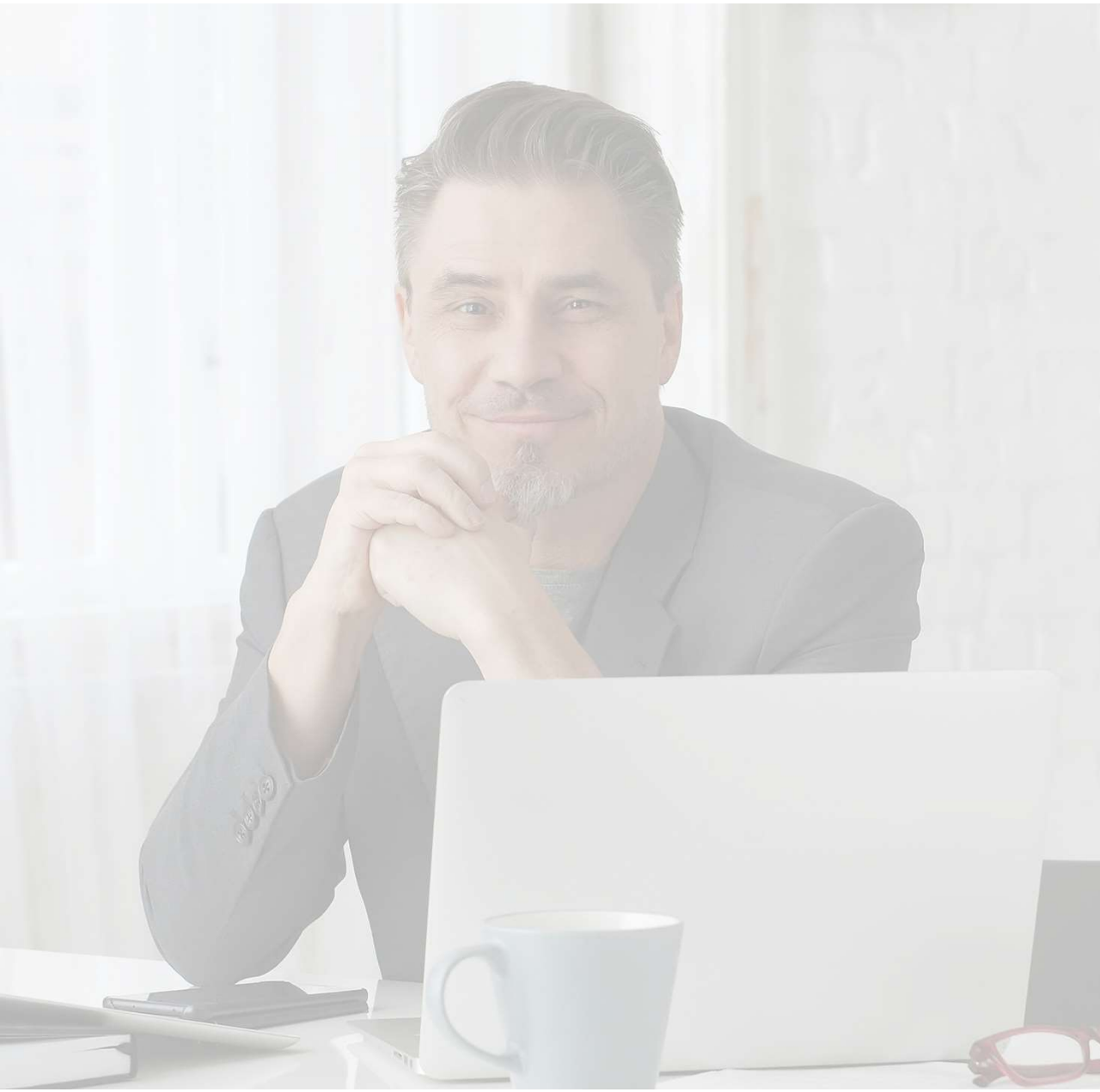
Overview

An Assistant Accountant apprenticeship 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, an 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.

An Assistant Accountant will provide 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.





Course Content

Knowledge – covered via L3 qualification

- Business Awareness
- IT systems and processes
- Ethical standards
- Financial Accounting and Reporting
- Management Accounting

Skills

- Analysis
- Communication
- Produces Quality and Accurate information
- Uses Systems and Processes
- Problem Solving

Behaviours

- Embracing Change
- Adding Value
- Ethics and Integrity
- Personal Accountability
- Productivity
- Team working and Collaboration

Eligibility

The apprentice must work for their employer and they must:

- Be 16 years or older.
- Have the right to work in England.
- Spend at least 50% of their working hours in England.
- Not be in full time education.

Functional skills in English and Maths

Apprentices without Level 1 English and maths will need to achieve this level and taken the test for level 2, prior to taking their end point assessment. For those with an EHCP or legacy statement the English and Maths minimum requirement is entry Level 3.





Course Duration

Typically; 15 to 18 months

Qualifications gained on completion

- Advanced Diploma in accounting (Level 3)
- A technical level 3 accounting apprenticeship certificate that demonstrates achievement of skills and knowledge related to the wider industry

The Assessment

Learners will go through the End Point Assessment which comprises 3 elements:

- Apprentice portfolio (demonstrating competence against knowledge, skills and behaviours)
- Professional and reflective discussion – 60 minutes
- Synoptic assessment – computer based; 3 hours 15 minutes

Progression

Level 4 Professional Accounting Technician Apprenticeship

Course Costs


This course is free of charge to apprentices, as it is funded by employers (or the apprenticeship levy) and the government.

Employers that contribute to the apprenticeship levy (usually large employers); the course will normally be free to your apprentices.


Employers that do not contribute to the apprenticeship levy; will normally pay 5% towards the apprenticeship costs.

Your agreement with us, will provide specifics of costs involved.







We aim to design our training courses around you, the employer, so they allow you the flexibility you need to have all-hands-on-deck during peak periods.




Our training is focused on your apprentices becoming valuable members within your organisation for the long term. We aim to develop them holistically in commercial attributes such as attitude and approach, as well as gain a qualification.



We will guide you through the administrative processes and make it as easy as possible for you to gain apprenticeship funding and complete the paperwork. We can also help you recruit an apprentice.



High quality training and one to one support, that focuses on the needs of learners. It also develops their soft skills, so they have industry relevant skills that make them more productive in their workplace.



Regular and timely updates and reviews with employers and apprentices on progress and content of apprenticeship training.

Why should employers choose us for your Apprenticeship Training?



Getting started

You can begin by calling us to provide you with further guidance or to discuss your requirements and get started.

Our apprenticeship courses are flexible, with start dates throughout the year.

Please get in touch for further details

Contact us

Email – lucy@far-training.co.uk

Phone – 01904 702563 or 07806570111

Website – www.far-training.co.uk