

# Level 3 Assistant Accountant



Discover the Assistant Accountant Apprenticeship, with full support provided to meet all requirements.



17 Months



Awarding Body:

**aate**

Assistant Accountants play a crucial role in supporting both internal and external stakeholders, typically within an accounting practice or finance function across a diverse range of organisations.

This apprenticeship builds a strong foundation in areas such as financial accounting, cyber-security awareness, and professional judgement—preparing individuals for a successful career in finance.



## THE APPRENTICESHIP COVERS:

- Principles of management accounting
- Fundamentals of potential vulnerabilities such as fraud and money laundering
- The wider financial and accounting professional landscape
- Communicate financial information
- Use software packages

## EPA (END POINT ASSESSMENT):

1. Knowledge test
2. Interview with a portfolio

Apprentices will also work towards Functional Skills Level 2 in Maths and English, if not already exempt.

**This apprenticeship is suitable for anyone in an accounts or finance function within their role.**

Apprentices will develop key skills and behaviours to support progression towards the level 3 apprenticeship. The role will involve assisting in the day-to-day financial activities. In addition, the assistant accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns.

**The Assistant Accountant Apprenticeship may be a gateway to further career opportunities, such as accounts assistant or accounts clerk.**

**Contact:**  [info@ctskills.co.uk](mailto:info@ctskills.co.uk)