

Level 3 Assistant Accountant

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



17 Months



Awarding Body:

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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 / APPRENTICESHIP 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.