



## Level 3 Assistant Accountant

This apprenticeship is designed as an entry level role into the Accountancy Profession, and can lead into a variety of careers with supporting professional qualifications.

**An Assistant Accountant typically provides 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.**

Part of their 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 the 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.

The programme enables the learner to gain a wide range of knowledge and skills that include:

- Producing reports using a computerised accounting system
- Performing reconciliations
- Correcting errors
- Analysing and reporting information on income and expenditure
- Understanding of ethical standards and codes of conduct
- Effectively recording financial data
- Communication
- Problem solving
- Team work and collaboration
- Using systems and processes

## Benefits for Learners

1. Build professionalism and confidence in a working environment
2. Ability to manage their own performance
3. Gain knowledge on Accountancy theories within the context of their work setting

## Benefit to the Business

1. Productive team members
2. AAT qualified staff
3. Responsible and adaptable team members

## Delivery

Learners will attend regular AAT sessions at one of our ACL centres and have access to a range of online resources. They will have a visit once a month with their assessor who will guide them through their Apprenticeship and prepare them for their End Point Assessment. Reviews of progress are carried out every 12 weeks with the learner, their line manager and the assessor.

Additional workshops and seminars will be available to all learners to support additional learning and the 20% off job learning requirement.

## Commitment

20% of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor. Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner & employer to ensure successful completion. This programme lasts approx. 18 months.

## End Point Assessment (EPA)

End Point Assessment (EPA) takes place at the end of the apprenticeship programme and is a comprehensive holistic assessment of the skills, knowledge and behaviours required as laid out in the apprenticeship standard.

It is made up of:

**Portfolio-based Interview (60%)** - The interview is for a minimum of one hour and scored out of 100 by the Independent End-point Assessment Organisation (EPAO). The Portfolio of Learning provides a structure for this conversation.

**Synoptic test (40%)** - Apprentices will sit a test under controlled conditions which will test the knowledge and skills required in the standard. They will be given a scenario and be presented with a variety of tasks relating to this information. The tasks are a mixture of calculations and written assessments. Questions will be allocated from a bank which will have undergone thorough testing and verification to ensure consistency in terms of difficulty and to make sure that the areas tested are given equal weighting no matter which scenario the Apprentice sits.

## Entry Requirements

Applicants must:

- Be new to the Assistant Accountant role
- Have English and Maths GCSE's or equivalent at grade C or be deemed able to achieve the required level as part of the programme
- Be employed and have the support of their employer to undertake the programme

## Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

## Employers will

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member
- Agree a payment schedule for the cost of the apprenticeship

## Contact

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