Buckinghamshire Adult Learning

Apprenticeships

Apprenticeship Standard for Assistant Accountant L3

Occupational Profile

Our Assistant Accounting Level 3 Standard will allow the apprentice to apply both theory and work-based experience from the apprenticeship in order to develop a great knowledgebase for a career in Accounting.

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.

During this programme, you will be expected to utilise your knowledge of accounting processes in order to keep your organisation at the forefront of changes.

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Email sabrina.tebb@buckinghamshire.gov.uk or call 01296 585309

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Occupation

There are several job roles that this programme would fit. The typical roles include, but are not limited to; Assistant Accountant, Trainee Accounting Technician, Accounts Clerk, Cashier Finance Assistant, Purchase Ledger Clerk and Sales Ledger Clerk.

Entry Requirements

Individual employers will set their own entry requirements for their apprentices. Typically, candidates will have achieved a grade C/4 or above in at least 5 GCSEs including English and Mathematics, and hold a minimum of 120 UCAS points, or equivalent. For those who do not hold the Certificate in Bookkeeping Level 2, this will be embedded into the programme at the beginning.

Module Breakdown

With support from both BAL and your organisation, you will be expected to complete Off-The-Job training which should amount to 20% of the contracted hours of employment across the duration of the entire apprenticeship. The below modules will be built into the individual learning plan. On-line tuition via our blended learning system is available with built in revision classes and additional support via face-to-face sessions if required.

Cost – £12,000

- If you are a Levy payer, this will come out of your Levy account. If you are a non-levy payer, the government via the ESFA will pay 95% of the programme and the remaining 5% will be paid by you within the first 3 months of the programme.
- As of 1st April 2024, if your learner is aged 21 or under and you are a non-levy employer that is classed as a small or medium sized business, the government will pay for the remaining 5% co investment.
- If your learner is 16-18, your company will receive an incentive payment of £1000 which is paid in two instalments to support the learning programme.
- There is no cost to the apprentice.

Duration

Typically this Apprenticeship will take 15 - 18 months dependant on the individual requirements of the learner.

Qualifications

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

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Units covered:	Business Awareness Financial Accounting: Preparing Financial Statements Management Accounting Techniques Tax Processes for Business Each unit is assessed by a computer-based exam

Duties of the apprenticeship:

As part of the new version of this standard, all duties will cross over elements of Skills, Knowledge, and Behaviour. If you have any questions about this, please let us know.

Duty 1 - Assist with monthly and year-end reporting of financial and accounts information. This will include the timely collation of data from a range of sources, such as different functions within one organisation, or a range of external clients if operating in a practice. This includes both foreseeable finance and accounting data requirements and unexpected requirements.

Duty 2 - Maintain financial and accounting records including the timely collation of data from a range of sources. For example, different functions within one organisation, or a range of external clients if operating in practice. This includes both foreseeable requirements and unexpected requests, often to tight timescales.

Duty 3 - Safeguard against suspicious activities for example anti-money laundering.

Duty 4 - Assist with the compilation of accounting and financial records, for example, to inform direct and indirect tax returns under supervision, audit documentation or control account reconciliations.

Duty 5 - Deliver financial and accounting information and data to stakeholders to ensure that key messages are communicated.

Duty 6 - Assist in the maintenance and use of digital systems by using software applications and packages to support the delivery of accurate and timely financial and accounting information.

Duty 7 - Use digital systems safely to ensure that the cyber security of the organisation is not compromised, and data handling legislative requirements are met.

Duty 8 - Undertake Continuous Professional Development by keeping up to date with relevant statutory obligations and procedural best practice.

Duty 9 - Collaborate with people both internally and/or externally at appropriate levels with a view to deliver a service that meets customer's needs with a commitment to professional and ethical standards, for example, professional code of conduct and duty of confidentiality as appropriate.