



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



**Capital
City
College
Training**

Accountant Assistant - Level 3 Advanced Apprenticeship

This qualification will prepare apprentices for junior and entry-level accounting roles. It delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping and basic costing principles. Learners will then move on to mastering more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants.

The duration of the apprenticeship will be 18 months.

WHAT WILL THE APPRENTICE STUDY?

This qualification covers a range of complex accounting tasks. Apprentices will learn and master financial processes, including accounting principles and concepts, advanced bookkeeping, final accounts, VAT issues in business, management accounting costing techniques and ethical practices for accountants. They will also gain software skills through spreadsheet training for accounting.

This apprenticeship standard is at Level 3, the current entry level for accounting apprenticeships. The structure allows students to achieve the AAT (Association of Accounting Technicians) Foundation Certificate and Advanced Diploma in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

Example modules

The Level 3 apprenticeship covers a range of key areas, including:

- Advanced bookkeeping
- Final accounts preparation
- Management accounting: costing
- Indirect tax
- Ethics for accountants
- Spreadsheets for accounting

Duration: 18 Months

Location: Workplace, Online and College

Sector: Legal, finance and accounting



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The skills and knowledge gained throughout this qualification will qualify learners for roles including Finance Officer, Assistant Accountant and Bookkeeper.

HOW IS THE APPRENTICE ASSESSED?

To complete the Assistant Accountant apprenticeship, apprentices will be expected to complete:

- A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.
- A portfolio and reflective discussion which will comprise a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

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