



Assistant Accountant

Level 3 Apprenticeship Standard

Role/Occupation:

An Assistant Accountant 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. Job roles include Assistant Accountant / Trainee Accounting Technician / Accounts Clerk / Cashier Finance Assistant / Purchase Ledger Clerk / Sales Ledger Clerk.

Knowledge	What is Required?
Business Awareness	Understands the transactional processes and support provided by accountancy firms or the accounting function within an organisation. Understands their organisations business strategy including customer and supplier needs, in order to produce relevant and compliant financial information. Is aware of how their role fits in with the wider organisation and sector they are working in.
IT Systems and Processes	Understands how to enter accounting transactions, perform a reconciliation, correct errors and produce a range of reports using a computerised accounting system. Understands the systems and process of the organisation, within the responsibility of the position such as Sales, Purchase and Payroll. Understands the use of all relevant office and accounting packages used within their organisation, relevant to their job role.
Ethical Standards	Understands the relevant Ethical Standards to protect their own and their organisations professional reputation and integrity. Understands the importance of upholding relevant codes of conduct.
Financial Accounting and Reporting	Understands the basic elements of double entry bookkeeping and accounting standards required to process financial documents and report financial information to users of accounts. Understands the current financial standards for basic accounts preparation, in order to be able to make necessary end of year adjustments. Understands what is required to draft final accounts. Understands how to account for the purchase and disposal of non-current assets. Understands the basic tax principles to apply current regulations to calculate VAT and submit a VAT return.

Management Accounting	Understands how to recognise and use different accounting approaches and is able to gather, analyse and report information about income and expenditure to support decision-making, planning and control.
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Skills	What is Required?
Analysis	Effectively records and analyses financial data at the appropriate level using the organisation's standard tools and processes. Communicates to all stakeholders to aid decision making to add value to the organisation, within the responsibility of the position.
Communication	Works both independently and as part of a team within the organisation's standards; competently demonstrates an ability to communicate both in writing and orally at all levels, using a range of tools and demonstrating strong interpersonal skills and cultural awareness when dealing with internal and external customers. Demonstrates the ability to communicate financial information in a way that non-finance staff can interpret and understand.
Produces Quality and Accurate Information	Consistently delivers high quality, 'right first time' financial and performance data in a timely fashion in line with the organisation's requirements, to aid decision making and planning.
Uses Systems and Processes	Demonstrates the ability to identify the appropriate systems and processes to work productively in order to complete required tasks. Demonstrates competent use of office and accounting packages. Able to maintain the security of accounting information using passwords and backup routines.
Problem Solving	Applies techniques to both common and non-routine problems, analysing where required and selecting the appropriate tools and techniques to produce solutions. Escalates or seeks guidance and support where appropriate.

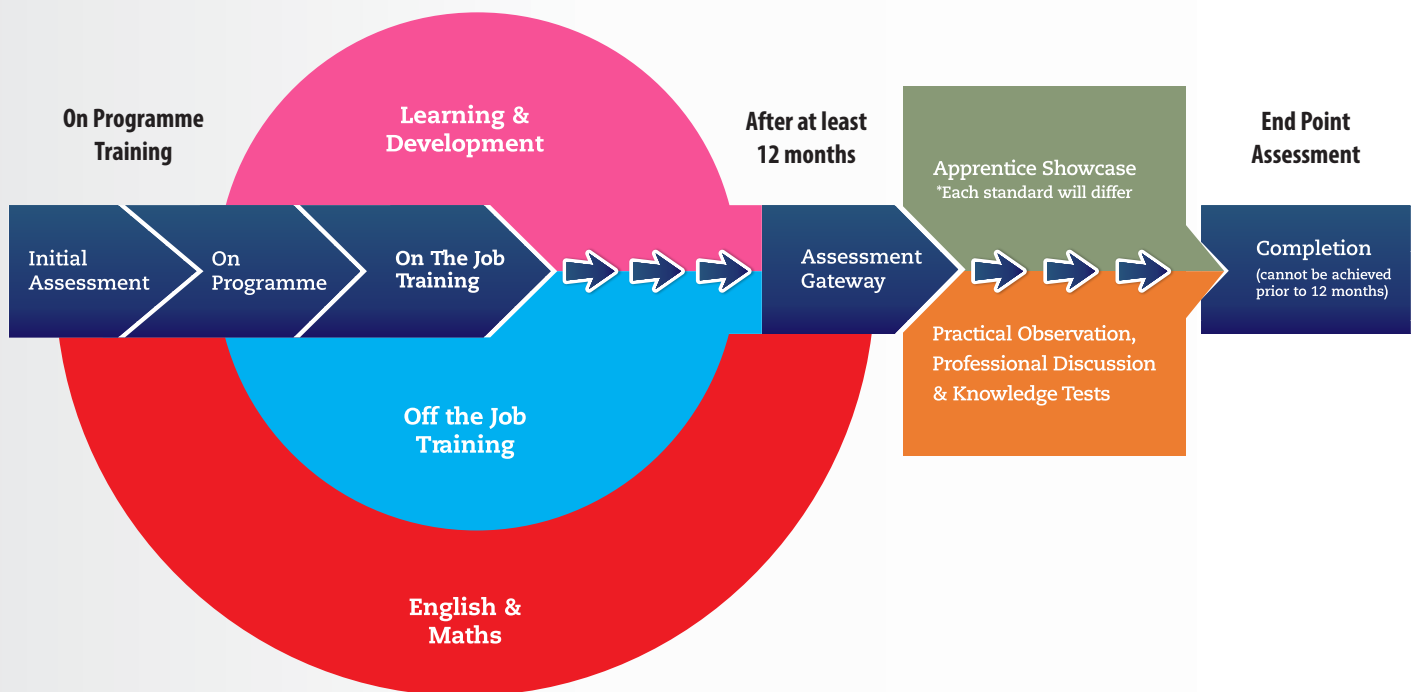
Behaviors	What is Required?
Embracing Change	Accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.
Adding Value	Identifies opportunities to actively engage in the wider business when appropriate. Provides information that positively contributes to influencing business decisions whilst continually striving to improve own working processes and those of the organisation.
Ethics and Integrity	Applies a transparent and objective manner in all actions and interactions to ensure that they meet the ethical requirements of the profession.
Personal Accountability	Takes the initiative for own personal development. Proactively takes responsibility for completing tasks and meeting expectations. Consistently prioritises in order to achieve timely outcomes.
Productivity	Organises work effectively and achieves required results within deadlines. Performs professionally in pressurised situations and escalates appropriately when necessary.
Team working and Collaboration	Consistently supports colleagues & collaborates to achieve results. Aware of their role within the team & their impact on others.

Duration	The apprenticeship will typically take between 12 and 18 months to complete.
Level	Level 3
Entry Requirements	<ul style="list-style-type: none"> • Adults Age 18+ and School Leavers 16-18 • You will need 5 GCSE A*-D /Grade 9-3 which must include GCSE English at Grade A*-C /Grade 9-4 and Maths at Grade A*-D /Grade 9-3 or equivalent. • Employers may stipulate higher entry requirements than those listed and should therefore be treated as the minimum entry criteria. • If you do not meet the entry requirements, you may be considered on associated subject qualifications or life/work experience or upon successfully achieving the required Basic and Key Skill Builder (BKSB) results.

Defining Off Job Training Requirements

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day work activities and which leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work or elsewhere within the organisation. It can include planned or unplanned work shadowing with a focus on training and development, work place mentoring or time spent observing other staff and includes all aspects of direct 1:2:1 training and support, staff meetings, appraisals, development reviews and / or performance development planning as well as any dedicated training sessions internally or externally.

Records should be kept by the learner and employer of all training and development activity and the length of time spent on such activities



Employer & Provider determine when apprentice is ready to proceed to the end point assessment providing 12 months have passed.