



*a professional approach for professional people*

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# Assistant Accountant Apprenticeship

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## Level 3

### **BOOST YOUR BUSINESS WITH APPRENTICESHIPS**

The new apprenticeship standards allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.



The logo for the Association of Accountants and Tax Technicians (AAT) consists of the lowercase letters 'aat' in a bold, green, sans-serif font.

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## Assistant Accountant Apprenticeship

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#### Why the Assistant Accountant apprenticeship is good for your business

An Assistant Accountant provides support to internal and external customers and will work within a practice or 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.

Apprentices completing the new Apprenticeship will demonstrate the knowledge, skills and behaviours needed to be an Assistant Accountant across industry, practice and public sector. It compliments both the AAT's 2016 new syllabus with apprentices completing a synoptic test and bringing together a portfolio of work showcasing the best of their achievements.

#### Your apprentice will achieve:

- AAT Level 2 units – Bookkeeping Transactions & Bookkeeping Controls (where required)
- AAT Advanced Diploma in Accounting Level 3

#### Typical job roles include:

Assistant Accountant  
Trainee Accounting Technician  
Accounts Clerk  
Cashier  
Finance Assistant  
Purchase Ledger Clerk  
Sales Ledger Clerk

#### This approach will provide the apprentice with confidence and understanding in key areas such as:

##### Knowledge

- Accountancy principles
- Business awareness
- Using accountancy tools and data
- Financial accounting and reporting
- Management accounting

##### Skills

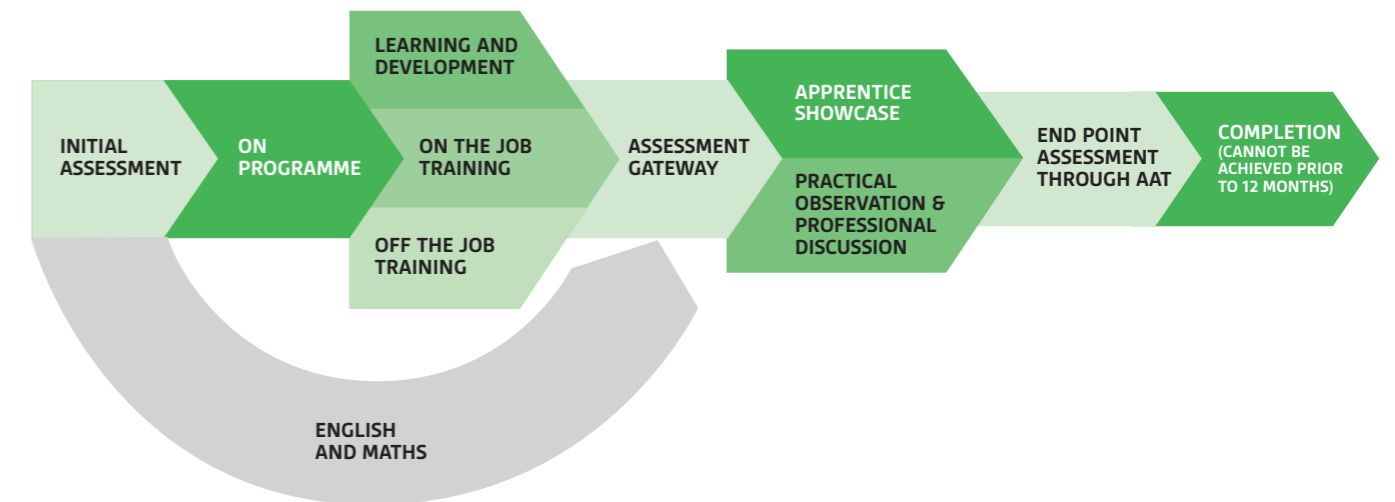
- Analytical
- Communication
- Quality
- Accuracy
- Problem Solving

##### Behaviours

- Embracing Change
- Adding Value
- Ethics and Integrity
- Productivity
- Team Work
- Collaboration

## The apprenticeship

Your step by step guide to taking on a apprentice



#### Your apprentice must:

- Be paid at least the national minimum wage
- Be an employee
- Work with experienced staff
- Learn job-specific skills
- Study during their working week (including attending our training centre)

#### Hiring your apprentice

There are several steps to taking on an apprentice:

- You can identify your own apprentices
- Advertise your apprenticeship - we will do this for you through the 'recruit an apprentice' service
- Select your apprentice and make an apprenticeship agreement and commitment statement with them



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### Why apprenticeships?

Here are just a few of the benefits of hiring an apprentice:

- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- They can be tailored to specific job roles, making them flexible to the needs of the business
- Apprenticeships provide you with the skilled people you need for the future
- Apprenticeships can help reduce staff turnover, by increasing employee satisfaction and loyalty
- Apprenticeships are a tried and tested way to recruit new staff, re-train or upskill existing staff
- The average apprenticeship improves productivity by over £10,000 per year
- When you employ an apprentice below the age of 25, you are no longer required to pay employer National Insurance contributions for them

Whatever sector you're in, there are so many benefits that apprentices can bring to your business.

### Apprenticeship Funding

Levy paying employers (employers with a paybill over £3m per year) – your levy funds can be used to pay for apprenticeships.

If you are a non-levy paying employer 90% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 10%.

Government incentives are available if you take on apprentices between 16 – 18 years of age.

To find out more  
please contact us on:  
**01733 685582 / 01733 269148**  
or email: [apprentices@apt4u.training](mailto:apprentices@apt4u.training)

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