

LEVEL 3 ASSISTANT ACCOUNTANT APPRENTICESHIP

Subject Area
Student Type
Study Mode

Accountancy
Students aged 16-18
Part Time

What is the course about?

As an accounting assistant apprentice, you will provide support to internal and external customers and will work predominately either as an assistant accountant, or within the finance function of an organisation. Part of your role will involve assisting in day-to-day financial activities such as data entry, month end management accounts, and/or year-end financial statements. In addition, you may find yourself involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Why should I choose the course?

This apprenticeship is designed for applicants who are developing into roles such as assistant accountant, trainee accounting technician, accounts clerk, finance assistant, purchase ledger clerk, or sales ledger clerk.

What will I learn?

Your apprenticeship will lead you through the fundamentals of accounting, ensuring a basic knowledge before moving on to the core knowledge, skills, and behaviours required of this level 3 apprenticeship. You will focus on units such as business awareness, IT systems and processes, ethical standards, financial accounting and reporting.

How is the apprenticeship delivered?

Delivery will be in partnership with employers and adopt a blended approach of on-the-job and off-the-job training and professional development. You will receive training and mentoring in the workplace to enable you to demonstrate skills and create a portfolio of evidence which showcases the skills, knowledge, and behaviours learned. You will also attend weekly classes at college, during which all knowledge elements of the standard will be covered, and you will work towards achievement of on-programme knowledge exams via AAT.

What will the course lead on to?

At the end of your apprenticeship, the college will work with you and your employer to help you go on to the next level of training or gain full-time employment, either with your current employer or another employer the college has access to.

As well as ensuring full competency as an assistant accountant, this standard provides the foundation for progression into a number of career paths in the accounting sector, including audit trainee, corporate recovery analyst, credit controller, or tax accountant.



**Warrington
& Vale Royal
College**

Warrington Campus
Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk

What support is available?

You will be allocated a designated tutor to guide you through your apprenticeship. We have a team of staff dedicated to providing learning support if required, as well as a Wellbeing Team that is on hand to offer guidance, support and help when needed.

Click here for learning support: <https://wvr.ac.uk/college-life/learning-support>

Why should I choose to study the course at Warrington & Vale Royal College?

We are one of the top-performing further education colleges for apprenticeships. Over nine in ten of our apprentices continue in employment or receive a promotion once they have completed their apprenticeship. We also have a dedicated apprenticeship matching service which matches your skills to a suitable apprenticeship employer. The college is dedicated to supporting you on-programme and helping you progress on to the next step.

What are the entry requirements?

Individual employers set the selection criteria, but this is likely to include five GCSEs, including English and maths. However, some employers will accept other relevant qualifications and experience, including a relevant level 2 qualification. If you do not have English or maths at level 2, you must achieve this prior to taking the end-point assessment.

In addition to this, you must have previous experience or knowledge of bookkeeping and controls, otherwise you will be required to complete the level 2 apprenticeship beforehand. If you do not hold GCSE maths grade 4/C or above, there is an expectation you will have functional skills maths level 2 or equivalent.



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