

Assistant Accountant AAT Level 3

Earn as
you learn

**Real
job**

**Great
experience**

**#Future
#Accountancy**

**Average
salary***
once qualified
£21,000-
£29,000



Assistant Accountant AAT Level 3

An Apprenticeship in accounting will enable you to actively participate in the running of a business by learning and assisting with its financial activities, such as invoicing, sales ledgers, taxes and payroll. You will initially begin as an assistant accountant and help a business plan and manage their money, so you must be methodical, efficient, and discreet at all times. You are likely to be office based and working in a finance department as part of a larger organisation, or in a small accountancy firm. This will give you exposure to a number of other businesses and offers good opportunities for both career and study progression. You will also be awarded with an AAT certificate in accounting.

Within the offer from Runshaw College you will gain additional professional qualifications within this Apprenticeship which are: Association of Accounting Technicians (AAT) qualification.

This is a 15 month course, + 3 months End Point Assessment (EPA) which is delivered in the work place and 1 day per week in college, you will be assessed through written work, verbal discussion, observation and an end point assessment at the end of your Apprenticeship. While you are completing your Apprenticeship you will need to complete 'off the job training' this is time spent in working hours gaining new knowledge additional to your usual job role, this time is to take place within your contracted hours and will be agreed with your employer.

Entry Requirements:

4 x GCSE A*-D / 9-3 including GCSE English at A*-C / 9-4 and Maths at A*-D / 9-3 or equivalent AND a pass at Level 2 AAT certificate in Accounting or a L2 Accounting qualification from another awarding body or A Level Accounting at A*-C. The ability to word process is essential.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic. Your programme duration may be extended to allow for functional skills.

Career Development:

Once qualified you could be hired as a Professional Accounting Taxation Technician Level 4 Apprentice, Accounts Clerk, Cashier, Finance Assistant, Credit Control Clerk, Sales Ledger Clerk.

Main learning objectives



Analysis



Produces quality and accurate information



Problem solving



Business awareness



IT systems and processes



Financial accounting and reporting



@Runshaw_Apps



Runshaw College Apprenticeships



Runshaw College Apprenticeships



RunshawApprenticeships

For more information about our courses, visit runshaw.ac.uk
call **01772 643008** or email apprenticeships@runshaw.ac.uk

Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.