



## LEVEL 3

# Assistant Accountant

Carrying out routine financial activities and support for businesses and organisations of all types and sizes.



## Occupation Summary

An Assistant Accountant provides support to internal and external customers and will work predominately either within a practise 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, 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.

### Typical job titles

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

## Assistant Accountant - Ref ST0002

Level

**3**

Duration

**15-18 months**

### Knowledge, Skills and behaviours

- Business Awareness and Ethical Standards
- IT Systems and Processes
- Financial Accounting and Reporting
- Analysis - product quality and accurate information
- Communication and problem solving
- Personal Accountability
- Team working and collaboration
- Ethics and Integrity

Looking to find out more about this apprenticeship? Contact us today!

 [enquiries@protrain-solutions.co.uk](mailto:enquiries@protrain-solutions.co.uk)

 01252 712945



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[www.protrain-solutions.co.uk](http://www.protrain-solutions.co.uk)

## Entry Requirements

Individual employers set the selection criteria, but this is likely to include 5 GCSEs, including Maths and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end-point assessment.

## Progression

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.

## Frequently Asked Questions

### How do I search for apprenticeship vacancies?

We have a recruitment service for employers looking for apprentices and the vacancies are advertised on our website - [view vacancies](#). There is also the '[Find an apprenticeship](#)' website from Gov.uk that hosts nationwide vacancies and other information plus guidance.

### What if I don't think I (or my learner) meets the eligibility?

Please get in touch with us, we appreciate everyone's situation is different and our experts here can discuss this with you.

### Why choose Professional Training Solutions?

We have a team of apprenticeship experts who can help you and your business to develop your key asset - your workforce. We always put the learner at the heart of everything we do to ensure they get the best training and ultimately become a fantastic part of your team. We offer several different apprenticeships standards across multiple industry sectors as well as other training and qualifications.

Content sourced from Institute of Apprenticeships -[click](#) to view full details.

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**Other Business apprenticeships available:**

**Level 2 Accounts/Finance Assistant**

**Level 2 Customer Service Practitioner**

**Level 3 Business Administration**

**Level 3 Customer Service Specialist**

**Level 3 Events Assistant**

**Level 3 Team Leader/Supervisor**

**Level 5 Operational/Department Manager**



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