

# Business and Management

## Accountant Assistant Level 3 Apprenticeship

### In Brief

#### Start Date / Duration

You can start an apprenticeship at any time. This programme will take a minimum of 18 months to complete.

#### 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
- You will need to find an employer to employ you as an apprentice. Please see our [Apprenticeship vacancies](#).

#### You will achieve

Level 3 Assistant Accountant Apprenticeship Standard.

### Course Overview

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.

Click here [<https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant/>] for further information regarding the Standard Apprenticeship.

# Course Content

## Knowledge

- Business awareness
- IT systems and processes
- Ethical standards
- Financial accounting and reporting
- Management accounting

## Skills

- Analysis
- Communication
- Produces quality and accurate information
- Uses systems and processes
- Problem solving

## Behaviours

- Embracing change
- Adding value
- Ethics and integrity
- Personal accountability
- Productivity
- Team working and collaboration

## English and maths

English and maths qualifications are a requirement for most jobs and it is important that you are able to demonstrate your ability in these areas. If you do not already have a grade C or above in GCSE English and maths you will automatically undertake further study in these subjects as part of your apprenticeship.

## How will I be assessed?

You will be assessed through on programme assessment of knowledge, skills and behaviour outcomes on-route to a final synoptic end point assessment, consisting of:

- A synoptic end-test covering the knowledge and skills gained throughout the on programme stage and detailed in the standard
- A portfolio and reflective discussion which will comprise of a range of evidence produced in the work-place to show that you have met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

## What Equipment Will I Need?

You will be required to provide paper, writing materials, calculator and a memory stick.

## Where will I study?

You will study within the workplace and attend classes if required at Barnsley College.

## What can I do next?

Apprentices can progress onto the Level 4 Professional Accounting/Tax Technician Apprenticeship, the stand alone Level 4 Diploma in Accounting qualification and onto a Foundation Degree in Accounting and various degree programmes in Accounting

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

See what careers are available in the Business

[<https://www.barnsley.ac.uk/app/uploads/2023/01/Business-page0030.pdf>] sector. Use our online careers tool, Career Coach [<https://barnsley.lightcastcc.com/?radius=&region=Barnsley>] , to find out what your next steps could be.

## How much does the course cost?

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

## Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

## Extra information

### Contact the Apprenticeship Team

For further information please contact the team on 01226 216166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [<mailto:apprenticeships@barnsley.ac.uk>]

## Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>] .

## Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

## English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 18th January 2024

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started  
Call us on **01226 216 123**