



Assistant Accountant

Course Overview

- ◆ This apprenticeship programme includes learning about the primary role of an assistant accountant, who provides support to the internal and external customers of an organisation.
- ◆ The apprentice will work within an accounting practice, or within the finance function of a wider organisation. The role involves assisting with day to day financial activities, such as data entry, month end management, and year-end financial statements.
- ◆ They will also be involved in regulatory financial requirements, such as the completion of VAT returns or assisting in the preparation of tax computations.
- ◆ Students gain knowledge on how their financial activities provide support for organisations of all types and sizes.
- ◆ Some of the core competencies the apprentice will learn include: understanding the transactional processes and support provided by accountancy firms or the accounting function within an organisation, understanding how to enter accounting transactions, understanding the basic elements of double entry bookkeeping and accounting standards required to process financial documents, understanding how to recognise and use different accounting approaches, and performing a reconciliation, correcting errors and producing a range of reports using a computerised accounting system.

Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

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

Duration

- ◆ This apprenticeship takes approximately 24 months for the apprentice to fully complete.

How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will spend four days in the workplace and one day at college where they will undertake classroom training, portfolio building and will perform practical related projects.

Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further and apply their knowledge within various accounting roles across many sectors.
- ◆ The apprentice may also wish to progress their training further and undertake the Level 4 Professional Accounting Taxation Technician apprenticeship, or work towards other relevant qualifications related to their role in the workplace.

Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

Get in touch

01256 306237 | business@bcot.ac.uk
www.bcot.ac.uk/apprenticeships

 @AspiralLearning
 AspiralLearning

Aspiral Learning
Basingstoke College of Technology
Worting Road
Basingstoke
Hampshire
RG21 8TN

