

AAT (Association of Accounting Technicians) Assistant Accountant Apprenticeship Level 3



What is this Apprenticeship about?

This Apprenticeship will help to upskill existing staff working within the sector or we can help you recruit new apprentices wishing to pursue this career.

Apprentices will gain skills in maintaining financial records, ensuring they support organisational accounting requirements.

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

Apprentices will attend college once every week and study online materials during allotted time at work.

How is this Apprenticeship delivered?

Study Method

What else do I need to know?

The Advanced Diploma in Accounting qualification is at level 3 – equivalent to A-levels – and will equip apprentices with skills that can be directly applied in their roles.

This qualification will prepare apprentices for junior and entry-level accounting roles. It delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping and basic costing principles. Learners will then move on to mastering more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants.

What will be studied?

This qualification covers a range of complex accounting tasks. Apprentices will learn and master financial processes, including accounting principles and concepts, advanced bookkeeping, final accounts, VAT issues in business, management accounting costing techniques and ethical practices for accountants. They will also gain software skills through spreadsheet training for accounting.

This apprenticeship standard is at Level 3, the current entry level for accounting apprenticeships. The structure allows students to achieve the AAT (Association of Accounting Technicians) Foundation Certificate and Advanced Diploma in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those who looking to pursue accountancy as a career to

gain knowledge, practical experience and the all-important certification often sought by employers.

Example modules

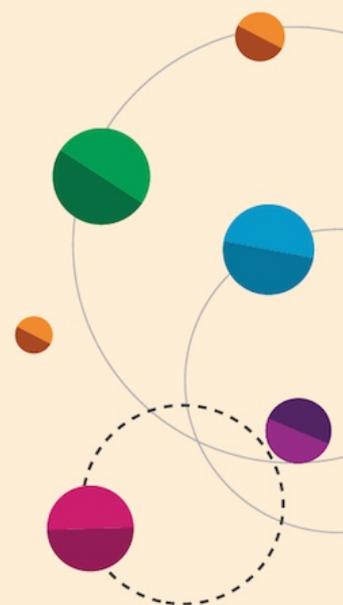
The Level 3 apprenticeship covers a range of key areas, including:

- ? Advanced bookkeeping
- ? Final accounts preparation
- ? Management accounting: costing
- ? Indirect tax
- ? Ethics for accountants

Course code
ST0002/V1

No. of weeks/duration
Typically 18 months

Location
Cauldon Campus / Workplace



For the latest fees visit:
[www.stokecoll.ac.uk/
employers/apprenticeships/](http://www.stokecoll.ac.uk/employers/apprenticeships/)

? Spreadsheets for accounting

Entry requirements:

Applicants will need to be employed in a relevant accounting role.

5 GCSE

Progression routes

Progression

You can progress on to the Professional Accounting Technician Apprenticeship – AAT Professional Diploma in Accounting at Level 4.

Career opportunities

Upon successful completion of the Assistant Accountant Apprenticeship, you can apply for AAT associate bookkeeping membership and become a professional AAT Bookkeeper (AATQB).

The skills and knowledge you will gain throughout this apprenticeship will qualify you for roles including Finance Officer, Assistant Accountant and Bookkeeper. You will also be eligible for AAT Bookkeeper (AATQB) status, giving you the option to work as a freelance bookkeeper.

For more information:

Call 01782 603603 Email business@stokecoll.ac.uk

Visit www.stokecoll.ac.uk/employers/apprenticeships/

