INSPIRE ATA
APPRENTICESHIPS

ASSISTANT ACCOUNTING LEVEL 3

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within 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 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.

WHY CHOOSE INSPIRE ATA?

We work with high-quality training providers to deliver a wide range of training programmes through a blended learning approach that is tailored to each learner's needs. Inspire ATA recruits and employs each apprentice on behalf of the "host" client, enabling us to offer additional support and a better experience for both apprentice and client. We can also offer flexi-job apprenticeships which means we are able to offer short term contracts and other non-standard employment models.

TOTAL DURATION: 20 MONTHS

PRACTICAL PERIOD: 17 MONTHS

EPA PERIOD: 3 MONTHS

EPA ORGANISATION: AAT

ASSESSMENT METHOD: KNOWLEDGE TEST

KNOWLEDGE, SKILLS AND BEHAVIOURS
THE CORE SKILLS TO BE DEVELOPED INCLUDE:

- Understands the transactional processes and support provided by accountancy firms or the accounting function within an organisation.

- Understands the relevant Ethical Standards to protect their own and their organisations professional reputation and integrity.

- Effectively records and analyses financial data at the appropriate level using the organisation's standard tools and processes.

- Works both independently and as part of a team within the organisation's standards.

ASSISTANT ACCOUNTING

KNOWLEDGE

- Understands the transactional processes and support provided by accountancy firms or the accounting function within an organisation.

- Understands their organisations business strategy including customer and supplier needs, in order to produce relevant and compliant financial information. Is aware of how their role fits in with the wider organisation and sector they are working in.

- Understands how to enter accounting transactions, perform a reconciliation, correct errors and produce a range of reports using a computerised accounting system.

- Understands the systems and process of the organisation, within the responsibility of the position such as Sales, Purchase and Payroll.

- Understands the use of all relevant office and accounting packages used within their organisation, relevant to their job role.

- Understands the relevant Ethical Standards to protect their own and their organisation's professional reputation and integrity.

SKILLS

- Effectively records and analyses financial data at the appropriate level using the organisation's standard tools and processes.

- Communicates to all stakeholders to aid decision making to add value to the organisation, within the responsibility of the position.

- Competently demonstrates an ability to communicate both in writing and orally at all levels, using a range of tools and demonstrating strong interpersonal skills and cultural awareness internally and externally

- Demonstrates the ability to communicate financial information in a way that non-finance staff can interpret and understand.

- Consistently delivers high quality, 'right first time' financial and performance data in a timely fashion in line with the organisation's requirements, to aid decision making and planning.

BEHAVIOURS

- Accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.

- Provides information that positively contributes to influencing business decisions whilst continually striving to improve own working processes and those of the organisation.