



ASSISTANT ACCOUNTANT

LEVEL 3
18 MONTHS
FUNDING BAND 11
£8,000



Delivered in partnership with **AVADO** Provider of professional qualification: **aat** Approved

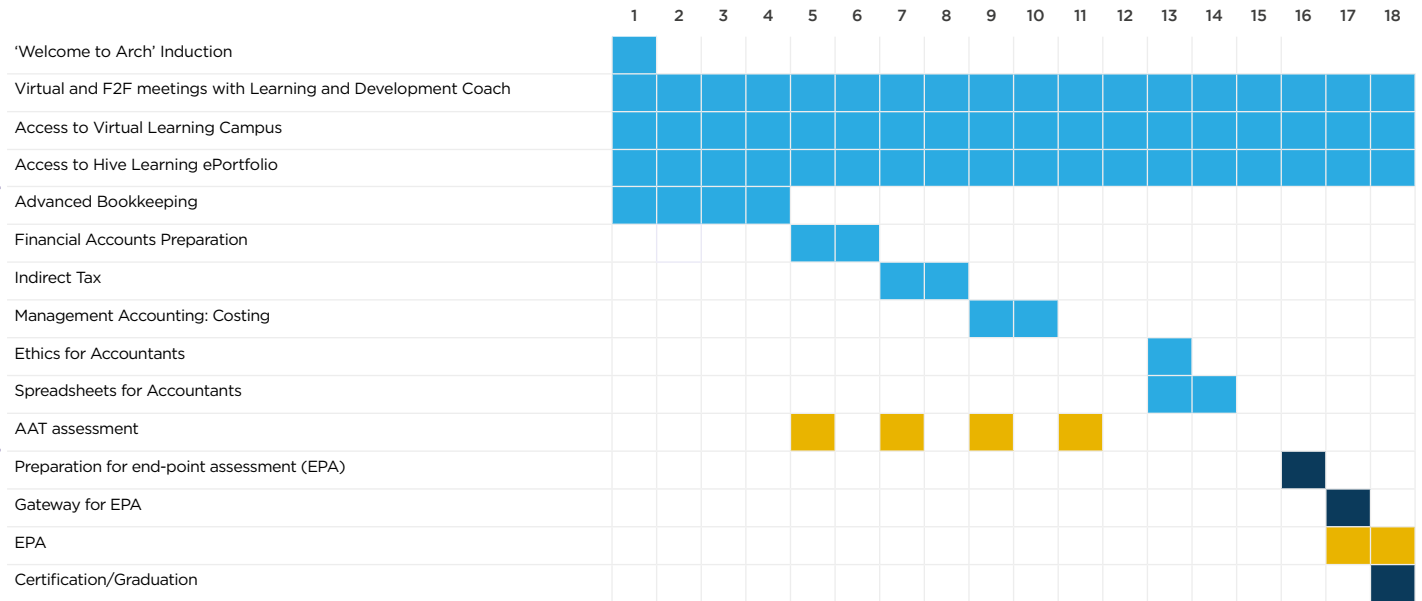
On this Assistant Accountant Level 3 apprenticeship programme, learners will assist in the day to day financial activities such as data entry to month-end management accounts and/or year-end financial statements. From this apprenticeship they will gain the AAT Advanced Diploma in Accounting and will become eligible to apply for AAT associate bookkeeping membership.



EMPLOYERS THAT WE WORK WITH:



YOUR LEARNING JOURNEY



Face to face teaching
 Online course / Live classes
 Exam / Formal assessment

ABOUT ARCH APPRENTICES

- Arch was first developed by the Blenheim Chalcot group to supply digital talent to their fast-growing startups. The programme soon grew and began providing apprentices to external clients - one of the first being Google.
- We have led on the creation and delivery of a number of apprenticeship programmes including the first digital marketing apprenticeship.
- In 2016, Ofsted rated us 'Outstanding' in every area making us one of the top 5.6% of all independent learning providers.
- We're one of the fastest growing providers in the UK and recently won the exclusive rights to deliver finance and HR apprenticeships across Civil Service Learning, and also chosen as approved providers across the public sector for a selection of apprenticeships.

WHAT'S INCLUDED IN THE APPRENTICESHIP?

20% of the apprenticeship must be done away from the apprentices' work to count towards their off-the-job training - this can be a mix of face to face and virtual classrooms, projects, distance learning and meetings with their dedicated Learning and Development Coach.

Qualifications included:

- AAT Advanced Diploma in Accounting
- Assistant Accountant Level 3 Apprenticeship

PRE ENTRY REQUIREMENTS

- Must already have English and Maths GCSEs at Grade C (4) or above and preferably a total of five GCSEs.

THE PERSON YOU'LL HAVE AT THE END OF THE APPRENTICESHIP WILL:

- ✓ Effectively record and analyse financial data.
- ✓ Communicate to all stakeholders and do so in writing and orally.
- ✓ Produce quality and accurate information.
- ✓ Use systems and processes to work productively.
- ✓ Competently use office and accounting packages and maintain security of accounting information using passwords and backup routines.
- ✓ Solve problems effectively by applying a range of techniques and tools.

