

Apprenticeship Standard for Assistant Accountant

Role Profile:

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.

Occupation

Assistant Accountant/Trainee Accounting Technician/Accounts Clerk/Cashier/Finance Assistant/Purchase Ledger Clerk/Sales Ledger Clerk

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.

Requirements: Knowledge, Skills and Behaviours

Knowledge	What is required (through formal learning and applied according to business environment)
Business Awareness	
IT Systems and Processes	<p>Understand operational management approaches and models, including creating plans to deliver objectives and setting KPIs.</p> <p>Understand business development tools (e.g. SWOT), and approaches to continuous improvement.</p> <p>Understand operational business planning techniques, including how to manage resources, development of sales and marketing plans, setting targets and monitoring performance.</p> <p>Knowledge of management systems, processes and contingency planning.</p> <p>Understand how to initiate and manage change by identifying barriers and know how to overcome them.</p> <p>Understand data security and management, and the effective use of technology in an organisation.</p>
Ethical Standards	<p>Know how to set up and manage a project using relevant tools and techniques, and understand process management.</p> <p>Understand approaches to risk management.</p>

Financial Accounting and Reporting	<p>Understands the basic elements of double entry bookkeeping and accounting standards required to process financial documents and report financial information to users of accounts.</p> <p>Understands the current financial standards for basic accounts preparation, in order to be able to make necessary end of year adjustments.</p> <p>Understands what is required to draft final accounts.</p> <p>Understands how to account for the purchase and disposal of non-current assets.</p> <p>Understands the basic tax principles to apply current regulations to calculate VAT and submit a VAT return.</p>
Management Accounting	<p>Understands how to recognise and use different accounting approaches and is able to gather, analyse and report information about income and expenditure to support decision-making, planning and control.</p>

Skills	What is required (acquired and demonstrated through continuous professional development)
Analysis	<p>Effectively records and analyses financial data at the appropriate level using the organisation's standard tools and processes.</p> <p>Communicates to all stakeholders to aid decision making to add value to the organisation, within the responsibility of the position.</p>
Communication	<p>Works both independently and as part of a team within the organisation's standards; 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 when dealing with internal and external customers.</p> <p>Demonstrates the ability to communicate financial information in a way that non-finance staff can interpret and understand.</p>
Produces Quality and Accurate Information	<p>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.</p>
Uses Systems and Processes	<p>Demonstrates the ability to identify the appropriate systems and processes to work productively in order to complete required tasks.</p> <p>Demonstrates competent use of office and accounting packages.</p> <p>Able to maintain the security of accounting information using passwords and backup routines.</p>
Problem Solving	<p>Applies techniques to both common and non-routine problems, analysing where required and selecting the appropriate tools and techniques to produce solutions.</p> <p>Escalates or seeks guidance and support where appropriate.</p>

Behaviours	What is required (developed and exhibited in the workplace)
Embracing Change	<p>Accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.</p>
Adding Value	<p>Identifies opportunities to actively engage in the wider business when appropriate.</p> <p>Provides information that positively contributes to influencing business decisions whilst continually striving to improve own working processes and those of the organisation.</p>
Ethics and Integrity	<p>Applies a transparent and objective manner in all actions and interactions to ensure that they meet the ethical requirements of the profession.</p>

Personal Accountability	Takes the initiative for own personal development. Proactively takes responsibility for completing tasks and meeting expectations. Consistently prioritises in order to achieve timely outcomes.
Productivity	Organises work effectively and achieves required results within deadlines. Performs professionally in pressurised situations and escalates appropriately when necessary.
Team working and Collaboration	Consistently supports colleagues & collaborates to achieve results. Aware of their role within the team & their impact on others.

Level: - 3

Duration: - Typically this Apprenticeship will take typically 15 to 18 months

Qualifications: - Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Progression: 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.