

# ACCOUNTANCY ASSISTANT ACCOUNTANT (AAT)

## Level 3 Apprenticeship

aat

exeter college

**Choose this course if... you enjoy working with numbers and have sound communication skills and a good attention to detail. Motivated and organised personalities will thrive.**

### What will an Apprentice learn?

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. The role will involve assisting in day-to-day financial activities, such as data entry to month end management accounts or year-end financial statements. An Assistant Accountant may also be involved in regulatory financial requirements such as the completion of VAT returns.

### Topics include:

- Processing bookkeeping transactions
- Control accounts, journals and the banking system
- Basic costing and computerised accounting
- Working effectively in accounting and finance
- Accounts preparation and Spreadsheet software
- Prepare final accounts for sole traders and partnerships
- Costs and revenues
- Synoptic assessment Indirect tax
- Professional ethics in accounting and finance



### Programme length:

Minimum of 18 months



### Qualifications needed:

Maths and English GCSE, grade C/4 (or equivalent).

**If you do not have these qualifications our team will support you to gain these skills alongside your Apprenticeship.**



### Pay:

Your pay will depend on your employer. There are minimum wage guidelines in place for Apprentices based on your age and how long you have been in the role. Often employers do offer more in order to secure new talent. If you are already in a job and your employer is offering training through an Apprenticeship it is common place that your wage and contract will remain the same.



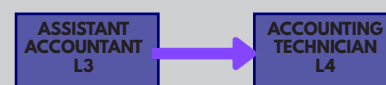
### Achieve:

- Level 3 AAT Professional Diploma in Accounting **aat**
- End-Point Assessment



*"I've always been passionate about maths and problem solving. Accountancy was a way to integrate this with business and practical training, and I was excited about being able to use my skills on the job every day." - Katie - Sheppard, Rockey and Williams*

### Your path to progression:



**We are here to help - speak to a member of our team:**  
**T: 01392 400800**  
**E: apprentices@exe-coll.ac.uk**

**www.exe-coll.ac.uk/apprenticeships 37 Queen Street, Exeter, EX4 3SR**

# EXETER COLLEGE APPRENTICESHIPS



## Why choose Exeter College?



Best in South for employer satisfaction  
\*Department of Education Survey 2019



Ofsted Outstanding Provider



Success rates 16% above UK average



Learn within a nurturing environment where you are given the opportunity to reach your full potential.



950+ employer network



Friendly team, dedicated to giving apprentices and employers support and guidance



90+ Apprentice programmes, at varying levels



Our dedicated staff have a wealth of experience and expertise, having worked in the sector and provide you with the knowledge and skills needed to succeed in your career.



80% of time at work,  
20% at college



37.5 hours per week,  
including your college day,  
contract of 30+ hours



Minimum wage £4.15 per  
hour - many employers do  
pay more than this



Support if you have not  
achieved English or  
Maths

## Testimonials



"The biggest advantage of an Apprenticeship is I can learn my trade and get paid for it. It also gives me the opportunity to be more hands-on, which definitely suits my way of learning." - *Reiss, Ashbourne Construction Solutions*



"The best thing about an Apprenticeship is taking the theory you are learning in the classroom and being able to apply it immediately to a real-world problem." - *Chris, RD&E Foundation Trust*



"After I completed University I decided I wanted to go into teaching. The Apprenticeship is perfect, as I am now on the career ladder, gaining the experience I need to progress and a good grounding in teaching. The advantage of doing an Apprenticeship over class-based work is that I am actually working with children and learning through direct experiences." - *Luke, Broadclyst Community Primary School*



"Exeter College is definitely the go-to place to study an Apprenticeship. The support you get from the Apprenticeship Team is outstanding." - *Laura, Headstart*

# APPLY NOW

Apply on our website to register your interest: <https://apply.exe-coll.ac.uk/>

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