

Assistant Accountant.

Level 3 Apprenticeship

As part of the programme, you will be expected to meet the Knowledge, Skills and Behaviours outcomes detailed below.

Your line manager will need to demonstrate how you will meet these outcomes during your programme, by completing a form during the application process.

Knowledge	Learning Outcomes
Business Awareness	Understand the transactional processes and support provided by accountancy firms or the accounting function within an organisation. Understand your organisation's business strategy including customer and supplier needs, in order to produce relevant and compliant financial information. Be aware of how your role fits in with the wider organisation and sector you are working in.
IT Systems and Processes	Understand how to enter accounting transactions, perform a reconciliation, correct errors and produce a range of reports using a computerised accounting system. Understand the systems and process of the organisation, within the responsibility of the position such as Sales, Purchase and Payroll. Understand the use of all relevant office and accounting packages used within your organisation, relevant to your job role.
Ethical Standards	Understand the relevant Ethical Standards to protect your own and their organisations professional reputation and integrity. Understand the importance of upholding relevant codes of conduct.
Financial Accounting and Reporting	Understand the basic elements of double entry bookkeeping and accounting standards required to process financial documents and report financial information to users of accounts. Understand the current financial standards for basic accounts preparation, in order to be able to make necessary end of year adjustments. Understand what is required to draft final accounts. Understand how to account for the purchase and disposal of non-current assets. Understand the basic tax principles to apply current regulations to calculate VAT and submit a VAT return.
Management Accounting	Understand 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.

Skills and Behaviours	Learning Outcomes
Analysis	Effectively record and analyse financial data at the appropriate level using the organisation's standard tools and processes. Communicate to all stakeholders to aid decision making to add value to the organisation, within the responsibility of the position.
Communication	Work both independently and as part of a team within the organisation's standards; competently demonstrate 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. Demonstrate the ability to communicate financial information in a way that non-finance staff can interpret and understand.
Produces Quality and Accurate Information	Consistently deliver 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.
Uses Systems and Processes	Demonstrate the ability to identify the appropriate systems and processes to work productively in order to complete required tasks. Demonstrate competent use of office and accounting packages. Able to maintain the security of accounting information using passwords and backup routines.
Problem Solving	Apply techniques to both common and non-routine problems, analysing where required and selecting the appropriate tools and techniques to produce solutions. Escalate or seek guidance and support where appropriate.
Embracing Change	Accept changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.
Adding Value	Identify opportunities to actively engage in the wider business when appropriate. Provide information that positively contributes to influencing business decisions whilst continually striving to improve own working processes and those of the organisation.
Ethics and Integrity	Apply a transparent and objective manner in all actions and interactions to ensure that you meet the ethical requirements of the profession.
Personal Accountability	Take the initiative for own personal development. Proactively take responsibility for completing tasks and meeting expectations. Consistently prioritise in order to achieve timely outcomes.
Productivity	Organise work effectively and achieve required results within deadlines. Perform professionally in pressurised situations and escalate appropriately when necessary.
Team working and Collaboration	Consistently support colleagues and collaborate to achieve results. Be aware of their role within the team and the impact on others.