

Assistant Accountant AAT Level 3

Earn as
you learn

Work
as you
learn

Valued
Experience

#Future
#Accountancy

Average salary*
once qualified
£25,000-
£30,000



Assistant Accountant AAT Level 3

If you've progressed from an AAT Level 2 Finance Assistant role, you're now stepping into the position of Assistant Accountant, supporting businesses in planning and managing their finances. This role requires a methodical, efficient, and discreet approach, and is typically office-based, either within a finance department or a small accountancy firm, offering valuable exposure to a range of industries. On successful completion, you'll achieve the AAT Level 3 Certificate in Accounting, which provides a clear route to AAT Level 4 and further professional development. As part of your apprenticeship with Runshaw College, you'll also gain the AAT Level 3 professional qualification, helping you build the skills and knowledge needed to progress in both the private and public sectors.

Course Structure and Assessment

The AAT Level 3 Accounting Apprenticeship is a 12-month programme followed by a 3-month End Point Assessment (EPA), with training delivered in the workplace and one day a week spent in college. Throughout the course, you'll complete nine written tasks to build a portfolio that supports your professional discussion during the EPA. You'll also take a knowledge assessment to demonstrate your understanding of key accounting principles. As part of your apprenticeship, you'll take part in off-the-job training during your working hours, including three wider learning sessions focused on developing soft skills and gaining knowledge beyond your day-to-day role, all scheduled in agreement with your employer.

Entry Requirements:

GCSE English and Maths or equivalent A*-C / 9-4.

AND

a pass at Level 2 AAT certificate in Accounting
or A Level in Accounting, A Levels in Business, Economics, or Maths
or BTEC Level 3 in Business
or a relevant degree

If you do not hold the necessary grades, suitability will be determined following an initial assessment and diagnostic.

Career Development:

Your AAT Level 3 Accounting Apprenticeship, a wide range of career opportunities will become available to you. You'll be well-positioned to progress into a Level 4 Professional Accounting/Tax Technician Apprenticeship, or step directly into progression roles beyond Finance Assistant. These could include positions such as junior accountant, semi-senior accountant, or team leader within accounts payable or receivable departments.

Main developmental areas



Analysis and evaluation of data



Produces quality and accurate information



Problem solving and decision making



Business awareness



Digital IT systems and processes



Financial accounting and reporting



Runshaw College Apprenticeships



Runshaw College Apprenticeships



RunshawApprenticeships

For more information about our courses, visit runshaw.ac.uk
call **01772 643008** or email apprenticeships@runshaw.ac.uk

Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.