

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 focused 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

This apprenticeship is a 15-month programme, with Apprenticeship Assessment (AA) taking place during the course, with gateway to completion taking place at 12 months. Training is delivered in the workplace and one day a week spent in college. As part of your apprenticeship, you'll take part in off-the-job training during your working hours, including enrichment 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 at grade A–C / 9–4, or equivalent and one of the following:

- AAT Level 2
- A Level in Accounting
- T Level in Accounting

If the above criteria are not met, you will be required to complete a double-entry assessment, with revision support provided. A score of 70% or above will allow entry onto the course.

Or

- A Levels in Business, Economics, or Maths
- BTEC Level 3 in Business
- Relevant degree

Career Development:

Following completion of 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.