



# Train Together

## Level 3 Assistant Accountant Standard



Realise Your Potential



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## About us.

We are an Ofsted-rated "Good" provider with a long track record of specialising in Accountancy apprenticeships.

Our expertise lies in delivering comprehensive and tailored apprenticeship training programmes in Accountancy, equipping learners with the skills and knowledge needed for a successful career in the field.

Our goal is to ensure every apprentice receives exemplary education and training, preparing them for a prosperous future while providing our clients with highly skilled professionals who can drive their organisations forward.

By partnering with us, clients benefit from customised training solutions that address their specific needs, improve operational efficiency, and promote long-term growth and development.



# About us.

At Train Together, we pride ourselves on our expertise in Accountancy apprenticeships. We understand the unique challenges and opportunities within this sector and are dedicated to delivering tailored solutions that drive success.

Our innovative delivery models combine the latest technology with industry expert training. This approach ensures that the learning journey is engaging, effective, and maximises value for both learners and the businesses we work with.

## Our Values and What Makes Us Tick



**Nurture:** Maintaining excellent relationships with stakeholders is key to meeting our vision and mission.



**Courageous:** We embrace difficult conversations and are committed to walking the walk, not just talking the talk.



**Genuine:** Transparency in all we do ensures clear and clean communication with all stakeholders.



**Dedicated:** We go above and beyond for our learners and clients, offering excellent resources and support to achieve their goals.



**Empower:** Providing information, advice, and guidance enables excellent decision-making and helps our partners meet their objectives.







# Understanding The Challenge

01



**Advanced Regulatory Compliance:** We understand that navigating through intricate and frequently updated accounting regulations poses a significant challenge. Ensuring strategic compliance across all financial operations is crucial for maintaining integrity and avoiding penalties.

**Strategic Financial Management:** We recognise that contributing to higher-level financial strategies, budget planning, and providing critical insights for financial decision-making processes are essential skills.



02

03



**Evolving Accountancy Landscape:** We know that managing and optimising advanced accounting software and systems is a key challenge. Effective integration of technology enhances operational efficiency and data accuracy, which is essential in today's fast-paced environment.

**Leadership and Management Skills:** We understand that cultivating leadership qualities, managing accounting teams, and overseeing complex financial projects are critical for driving organisational success.



04



## A Collaborative Solution

01



**Advanced Regulatory Compliance:** Our learners are trained to master the complexities of evolving accounting regulations. They proactively ensure compliance, safeguarding your organisation from legal pitfalls and promoting a culture of accountability.

**Strategic Financial Management:** We equip our learners with the acumen to drive financial strategies and robust budget planning. They provide invaluable insights, empowering finance teams to make informed decisions that propel business growth.



02

03



**Advanced Technological Integration:** Our programme trains learners to seamlessly integrate and utilise advanced accounting systems. They enhance operational workflows, ensuring your organisation stays ahead with cutting-edge technological solutions.

**Leadership and Management Skills:** Learners develop essential leadership and management skills, enabling them to inspire and guide teams effectively. They take on project management roles, promoting a collaborative and productive work environment.



04



# The Level 3 Assistant Accountant Standard



## Practical Learning

Implementing Advanced Accounting Theories

Constructive Peer and Mentor Feedback

Professional Development Guidance



## Assessment Principles

Rigorous Performance Evaluation

Supportive Compliance Training

Effective Financial Communication Skills



## Role Proficiency

Industry-Specific Accounting Practices

Mastering Core Accounting Functions

Mentorship from Experienced Accountants



## Process Understanding

Cultivating a Continuous Learning Culture

Promoting Diversity and Inclusion in Accounting

Active Engagement in Assessment Processes

## Qualifications

- Level 3 AAT Diploma in Accounting
- Level 3 Assistant Accountant Standard

## Progression Route

- Level 4 Professional Accounting Technician

## 15-Month Programme



On-Programme

End-Point Assessment



# Level 3 Assistant Accountant Standard

Month 1-12

## On-Programme Learning

During the 12-month on-programme learning period, you will complete a Level 3 Diploma in Accounting and compile a comprehensive portfolio. This portfolio will demonstrate your development and proficiency in the key responsibilities of an Assistant Accountant Standard. The apprenticeship duties are:

- 1 Assist with monthly and year-end financial reporting, collating data from various sources within an organisation or from external clients, covering all data requirements.
- 2 Maintain financial records, collating data from diverse sources within an organisation or from external clients, meeting both predictable and urgent requests.
- 3 Safeguard against suspicious activities, such as anti-money laundering, ensuring compliance with regulations and organisational policies.
- 4 Assist in compiling accounting records for tax returns, audit documentation, or reconciliations, ensuring accuracy and compliance.
- 5 Deliver financial information to stakeholders, ensuring effective communication of key messages for informed decision-making.
- 6 Assist in maintaining and using digital systems to support accurate and timely financial information delivery.
- 7 Use digital systems safely to protect organisational cyber security and meet data handling legislative requirements.
- 8 Undertake Continuous Professional Development by staying updated with statutory obligations and best practices.
- 9 Collaborate with stakeholders to deliver services that meet customer needs, upholding professional and ethical standards.

## AAT Level 3 Diploma in Accounting

### Financial Accounting: Preparing Financial Statements

Understanding final accounts, bookkeeping, assets, depreciation, adjustments, trial balances, statements, ratios, and incomplete records.

### Tax Processes for Business

Understand VAT legislation, calculate and verify VAT returns, grasp payroll principles, and report information within the organisation.

### Business Awareness

Understand business types, structure, governance, legal frameworks, environmental impacts, ethics, technology in accounting, data security risks, and stakeholder communication.

### Management Accounting Techniques

Understand management accounting, cost techniques, cost attribution, budget deviations, spreadsheet use, short-term decision making, and cash management principles.

Months 12-15

## End Point Assessment

Upon successful completion of the on-programme learning, you will undergo a comprehensive final end-point assessment designed to showcase your development throughout the programme. This assessment consists of two components:

### Knowledge Test



The knowledge test will cover professional standards and ethics, digital and data security, financial investigation and queries, financial statements, and bookkeeping.

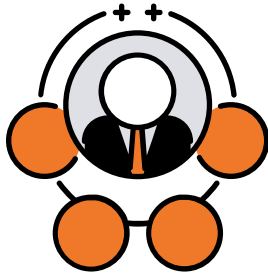


### Professional Discussion

The professional discussion is designed to ensure that learners have developed the knowledge, skills, and behaviours outlined in the standard.



# Programme Benefits



## Employer

Enhance apprenticeship support, improve apprentice outcomes, ensure compliance with accounting standards, and invest in staff development and retention by fostering a skilled, motivated workforce.

## Employee

Gain a recognised qualification, enhance career progression, build confidence and competence in accounting practices, and develop comprehensive skills to effectively support diverse client needs.



## Contact us

To find out more about the Level 3 Assistant Accountant Standard, please contact our Customer Relationship Manager, Jo Povall



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