

# ASSISTANT ACCOUNTANT



FUNDING  
**£9,000**

18 MONTHS  
**LEVEL 3**

On this Assistant Accountant Level 3 apprenticeship programme, learners will assist in the day to day financial activities such as data entry to month-end management accounts and/or year-end financial statements. From this apprenticeship they will gain the AAT Advanced Diploma in Accounting and will become eligible to apply for AAT associate bookkeeping membership.

**98%**

EMPLOYER SATISFACTION\*



DELIVERED IN PARTNERSHIP WITH

**AVADO** >

PROVIDER OF PROFESSIONAL QUALIFICATIONS

**aat**  
Approved



**97%**

APPRENTICE SATISFACTION\*

EMPLOYERS THAT WE WORK WITH



**VIACOM**

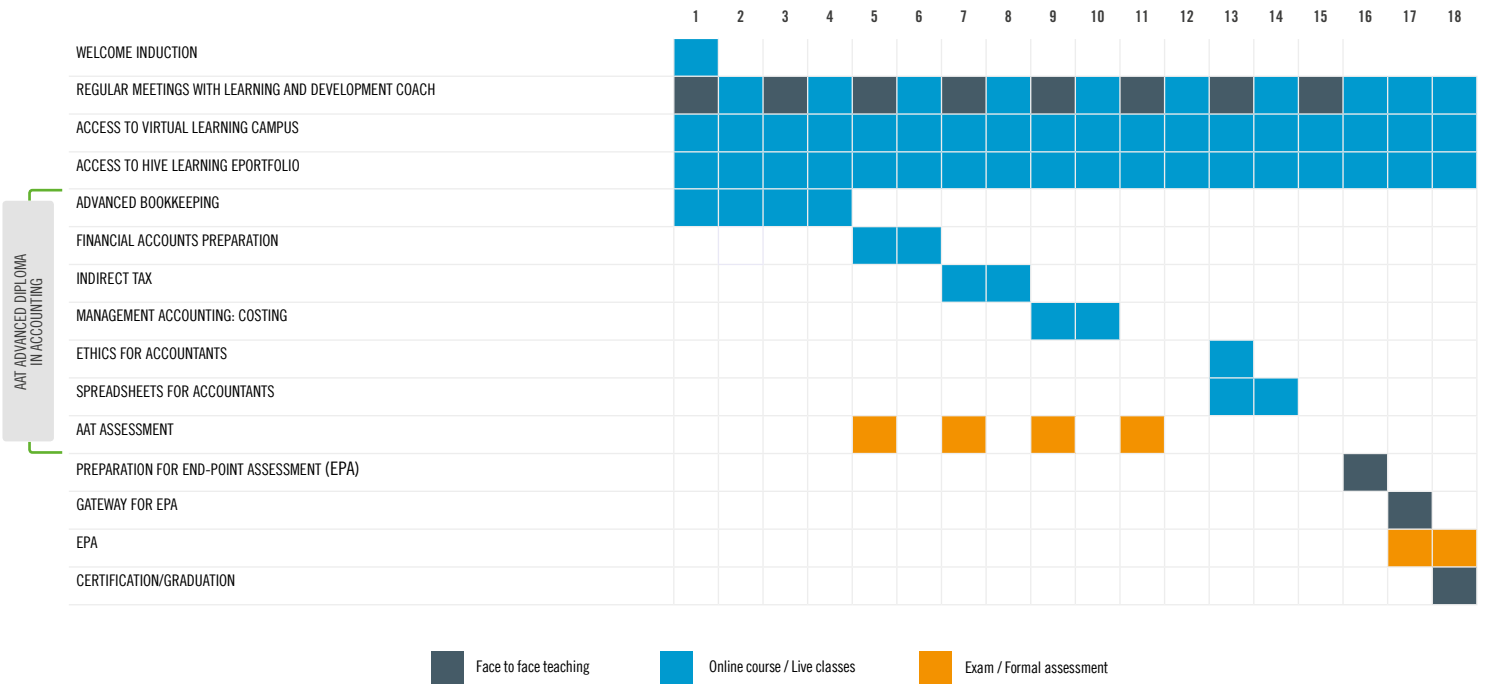


**McCANN**  
LONDON

**tribal**  
worldwide

**Omnicom**  
MediaGroup

# YOUR LEARNING JOURNEY



## ABOUT CREATIVE PIONEERS

- Creative Pioneers™ is an award winning nationwide campaign to find the next generation of advertising, creative and digital media talent.
- The brainchild of Janet Hull OBE, since 2012 the Institute of Practitioners in Advertising (IPA) ran Creative Pioneers and worked with 300+ advertising agencies.
- With the Apprenticeship Levy introduced in April 2017, the IPA chose Arch Apprentices to power the programme to keep up with increasing demand.
- In 2016, Ofsted rated Arch 'Outstanding' in every area making them one of the top 5% of all independent learning providers.

## WHAT'S INCLUDED IN THE APPRENTICESHIP?

20% of the apprenticeship must be done away from the apprentices' work to count towards their off-the-job training - this can be a mix of face to face and virtual classrooms, projects, distance learning and meetings with their dedicated Learning and Development Coach.

Qualifications included:

- **AAT Advanced Diploma in Accounting**
- **Assistant Accountant Level 3 Apprenticeship**

## PRE ENTRY REQUIREMENTS

- Must already have English and Maths GCSEs at Grade C (4) or above and preferably a total of five GCSEs.



### THE PERSON YOU'LL HAVE AT THE END OF THE APPRENTICESHIP WILL:

- ✓ Effectively record and analyse financial data.
- ✓ Communicate to all stakeholders and do so in writing and orally.
- ✓ Produce quality and accurate information.
- ✓ Use systems and processes to work productively.
- ✓ Competently use office and accounting packages and maintain security of accounting information using passwords and backup routines.
- ✓ Solve problems effectively by applying a range of techniques and tools.