

Accounting - Advanced (Level 3)

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development
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college

This apprenticeship develops the knowledge, skills and behaviours required for accounting roles including Trainee Accounting Technicians and Assistant Accountants. It provides a structured approach to training and developing prospective Accountants to understand the needs of their organisations, their customers and the sector within which they operate.

Why study this course?

- Do you want to progress in accountancy or finance?
- Is there a requirement for you to help your organisation work more effectively in accounting?
- Do you currently have a role that would allow you to develop the skills and knowledge within this qualification?
- Do you currently work in an accounts role such as an accounting technician or assistant accountant but are not yet qualified to the required level?

Who is the course aimed at?

The course is aimed at employees in roles including:

- Trainee Accounting Technicians - work in all areas of finance, usually in a support role within a firm of accountants or in the accounts or finance departments of organisations in industry, commerce or the public sector
- Assistant Accountant - bookkeeping, auditing, tax, payroll and related assignments. You may also be in contact with clients

What you will study

The AAT Advanced Diploma in Accounting covers a range of accounting and finance skills in:

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting

Knowledge and Skills you will develop

- You will learn and master financial processes including accounting principles and concepts, advanced bookkeeping and final accounts.
- You will also understand business issues regarding value added tax (VAT), issues in business, management accounting costing techniques and ethical practices for accountants.
- You will develop software skills through spreadsheet training for accounting

Behaviours you will develop

Working in accountancy requires good communication skills, IT skills, interpersonal skills and an understanding of the business environment, all of which are covered by this qualification.

Entry requirements

- Applicants would normally have achieved the Level 2 Certificate in Accounting, or similar qualifications.
- You will need to complete initial assessments in maths and English and take part in an interview with a member of our Assessment Team.
- You will be asked to declare any civil offences, criminal convictions, bankruptcy or CCJs at sign up.
- You will need to be working in an environment that will provide you with the opportunities to learn and develop accounting skills in an advanced capacity.

How long will it last?

18 - 24 months

How will it be delivered?

- The AAT Diploma in Accounting will be completed through attendance in College one day per week or two evenings per week for one year.
- Examinations and assessments will take place throughout the year.
- Maths and English development will be delivered through a mixture of College based sessions and assignments in the workplace.
- Employment Rights and Responsibilities will be embedded into the above qualifications' delivery.
- You and your employer must demonstrate a commitment to off the job training to support completion of this apprenticeship

Qualifications gained

- Level 3 Diploma in Accounting (AAT)
- Level 2 Functional Skill in Mathematics (if required)
- Level 2 Functional Skill in English (if required)
- Employee Rights and Responsibilities

Progression to further study

Apprentices can progress onto the Level 4 Higher Apprenticeship in Accounting, the standalone Level 4 Diploma in Accounting qualification or a Foundation Degree in Accounting.

It provides some exemptions from Chartered Accounting examinations - Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA) and

Chartered Institute of Public Finance and Accountancy (CIPFA).

Further details

Further details on this framework can be found at www.afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR03885&back

Who to contact

For more information about apprenticeships, funding and training, please contact our Business Development Team on 01704 392817 or email on employer@southport.ac.uk

Apprenticeships at Southport College