



**LMP EDUCATION**

TRAINING PROVIDER

# Finance Apprenticeships

**ASSISTANT ACCOUNTANT**

**AAT LEVEL 3**

Online and Virtual Classroom



**aat**

## ASSISTANT ACCOUNTANT LEVEL 3 OVERVIEW



**Level 3  
Advanced**



**Typical  
Duration**  
18 Months



**Training Method**  
Online and Virtual  
Classroom



**Assessment  
Methods**  
Portfolio and exams



**Funding**  
Value £12,000



**EPA  
Organisation**  
AAT

This level 3 AAT (Association of Accounting Technicians) finance apprenticeship will support staff in junior and entry-level accounting roles. It delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping and basic costing principles. Learners will then move on to mastering more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants.

This flexible apprenticeship is delivered in partnership with Mindful Education, it combines Online and Virtual Classroom learning with regular sessions from an LMP Education tutor.

## QUALIFICATIONS INCLUDED

Apprentices will study the AAT Level 3 Diploma in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accountancy or those looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

## UNITS OF STUDY

This level 3 apprenticeship covers a range of key areas, including:

- Financial Accounting: Preparing Financial Statements
- Management Accounting Techniques
- Tax Processes for Businesses
- Business Awareness

## TYPICAL JOB ROLES

Assistant Accountant / Trainee Accounting Technician / Accounts Clerk / Cashier Finance Assistant / Purchase Ledger Clerk / Sales Ledger Clerk.

## PROGRESSION ROUTES

Upon completion of this programme potential progression routes could include Audit Trainee, Corporate Recovery Analyst, Credit Controller or Tax Accountant. Once FAPS and TFPF are passed, you qualify for AATQB (Qualified Bookkeeper).

## ENTRY REQUIREMENTS

Applicants will need to be employed in a relevant accounting role. 5 GCSEs with maths and English at Grade 5 / C or Functional Skills Level 2 English and maths. Achievement of an AAT Level 2 Foundation Certificate in Accounting is advantageous but not essential.

## STUDY METHOD – ONLINE AND VIRTUAL CLASSROOM

We have partnered with [Mindful Education](#) to deliver this apprenticeship through our Online and Virtual Classroom model. Apprentices study online materials during allotted time at work, and also attend regular virtual sessions with a tutor.



**Online** lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.



**Virtual Classroom** – apprentices benefit from regular virtual classes with an experienced tutor. A combination of tutor-led work, group exercises and discussion encourages apprentices to apply theory to real-life workplace situations. This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

## OUR PARTNER – MINDFUL EDUCATION

Mindful Education's Online and Virtual Classroom apprenticeships deliver flexibility for employers and learners. On-demand access to high quality online courses means that apprentices can study on their own terms, as their work schedule allows. Learners also benefit from regular classes with a tutor from LMP Education, who guides them through their course.



Online learning powered by [Mindful Education](#)

[WATCH VIDEO](#) – LEVEL 3  
ASSISTANT ACCOUNTANT PLATFORM



## FOR EMPLOYERS - WHY HIRE AN ACCOUNTS/ FINANCE ASSISTANT APPRENTICESHIP?

Apprentices bring fresh and diverse perspectives, eagerness to learn, and a dedication to growing within your organisation. Apprenticeships allow for tailored training, ensuring that individuals acquire specific skills aligned with your organisation's needs, making them valuable assets from day 1. Investing in an apprentice not only fills crucial roles but also fosters a culture of mentorship and continuous improvement within your organisation.



LMP Education offers a free recruitment service when it comes to taking on an apprentice. You are able to train or upskill existing team members within your organisation using this training programme.

## WHAT TO EXPECT FROM LMP EDUCATION

LMP Education is an award-winning training provider rated 'Best Training Provider in the UK' at the RateMyApprenticeship awards. Our experienced tutors and support team deliver vibrant and engaging learning across the UK.

## BENEFIT INCLUDE

- **Dedicated account management and recruitment**
- **Specialist tutors in finance apprenticeships**
- **Tailored learning place for each individual/organisation**
- **High quality remote learning plus Online and Virtual Classroom**
- **Designated support and safeguarding team**
- **EPA exam fees and registration costs are covered by LMP including 1 resit, if needed. NB. Diploma exam costs or resit fees are not covered by LMP.**

## ContactUs

[WWW.LMPEDUCATION.ORG](http://WWW.LMPEDUCATION.ORG)

[INFO@LMPEDUCATION.ORG](mailto:INFO@LMPEDUCATION.ORG)

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