

# Assistant Accountant

## LEVEL 3 APPRENTICESHIP PROGRAMME

Supporting Junior and Entry Level Finance Roles with  
a Solid Foundation in Accounting Practices.

**74%**

### STAFF RETENTION

of people have progressed  
in their career after  
completing this programme

### INVEST IN YOUR TEAM

- High Quality Training
- Industry Relevant Content
- Commitment to Excellence
- Expert Support and Mentoring
- Excellent Safeguarding and Wellbeing
- Focus on Personal and Professional Development

**#INSPIRINGAMBITION**



Mindful  
Education

**aate**

## PROGRAMME SUMMARY



Apprenticeship level  
**Level 3**



Typical duration  
**18 months**



Training method  
**Online & Virtual  
Classroom**



Assessment method  
**Portfolio & Examination**



Cost/funding value  
**£12,000**



EPA organisation  
**AAT**

## About the Programme

Start a career in finance with this **Level 3 Assistant Accountant Apprenticeship**. This training programme delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping and basic costing principles.

## Who is this programme for?

This funded training programme can support staff in junior and entry-level accounting roles. The learning materials for this programme include online and virtual classroom learning through Mindful Education.

## Employer Benefits

- Investing in a Level 3 Assistant Accountant Apprenticeship offers employers a fantastic opportunity to develop skilled finance professionals while supporting business growth. This apprenticeship helps businesses train employees to perform key finance tasks, while aligning their skills with the organisation's needs.
- Apprenticeships are a cost-effective way to upskill staff, with up to 95-100% of training costs funded by the government depending on the size of your business. This makes it an affordable way to grow your finance team without significant training expenses.
- By developing talent internally, you can train staff to fit your business needs and company culture. This helps build a loyal, skilled finance team and reduces recruitment costs by promoting staff from within.
- Apprentices gain the technical knowledge to improve the accuracy of financial records and streamline day-to-day accounting tasks, helping your business maintain compliance with regulations and improve overall efficiency.



**LMP EDUCATION**  
TRAINING PROVIDER

# Assistant Accountant

## LEVEL 3 APPRENTICESHIP PROGRAMME

## Typical Job Roles

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

## Progression Routes

On successful completion of this Level 3 Assistant Accountant Apprenticeship programme, you can **progress to higher levels of the AAT accounting qualifications** via apprenticeship training or through part-time courses.

## Career Pathways



**Assistant Accountant**  
Level 3



**Professional Accounting Technician**  
Level 4

#INSPIRINGAMBITION

# Learner Benefits



**Practical Skills Development:** gain essential skills and real-life workplace experience



**Internationally Recognised AAT Qualification:** upon completion of this programme you will receive an internationally recognised Level 3 AAT certificate that will allow you to progress within the finance sector through work or further learning.



**Earn While You Learn:** you'll receive a salary while completing your qualification, so no need to worry about student debt.



**Ongoing Support:** you'll have a workplace mentor and LMP tutor, providing 1-2-1 support through your learning journey.



**Career Progression Pathway:** this apprenticeship opens the door to further qualifications such as the Level 4 Professional Accounting Technician Apprenticeship and beyond.



**Develop Key Skills:** learn essential skills like communication, safeguarding, and child development. You'll also gain confidence in working with children aged 0-5.



**Industry Experience and Mentorship:** gain valuable hands-on experience while working alongside experienced finance professionals.



**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.

## What will you learn

Throughout the programme you will develop a variety of skills to support your work. These include effectively recording and analysing financial data and consistently delivering high quality, 'right first time' financial and performance data. You will also learn about the financial landscape in the UK, money laundering and new technologies, double entry bookkeeping, preparing statements and payroll and VAT.

We have partnered with Mindful Education to deliver this apprenticeship through an online and virtual classroom model. You will study online materials during allotted time at work and also attend regular virtual sessions with an LMP 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.

# Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online courses
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.



**Striving for a Distinction** - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

## End point assessment

End-point assessment (EPA) is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete an EPA. There are a variety of assessment methods to test apprentices' competency.

## Gateway

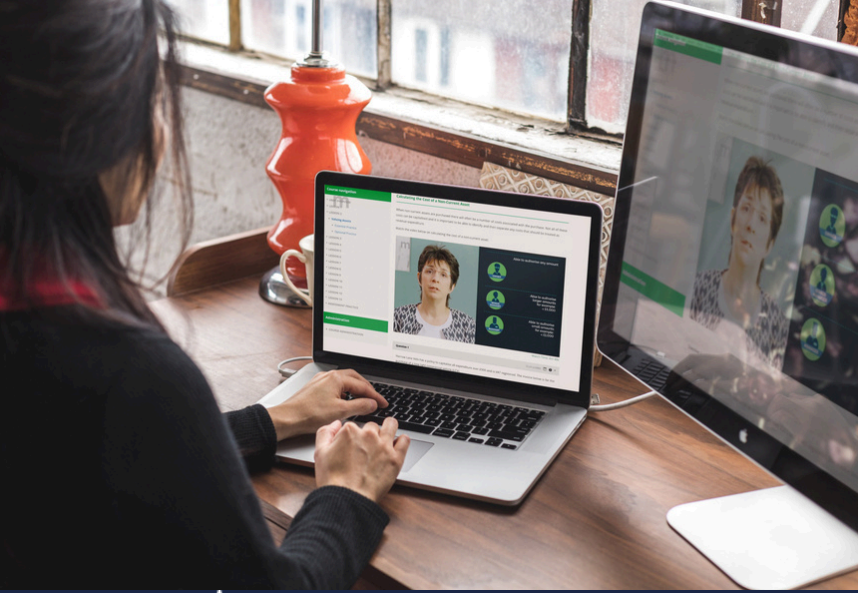
Gateway takes place before an EPA can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they are ready to take the assessment.

## Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.

[Learn more about functional skills at LMP →](#)





# MILESTONES OF LEARNING

**Assistant Accountant**

**LEVEL 3 APPRENTICESHIP PROGRAMME**





# MODULES INCLUDE

## Business Awareness (+ Exam)

**Content includes:** Understanding Business Types, The Impact of External and Internal Factors, Principles of Professional Ethics, The Impact of New Technologies, Communication

## Financial Accounting (+ Exam)

**Content includes:** Final Accounts Preparation, Advanced Double-entry Bookkeeping, Acquisition and Disposal of Non-Current Assets, Depreciation Calculations, Financial Statements, Trial Balance

## Management Accounting (+ Exam)

**Content includes:** Management Accounting within Organisations, Techniques to Deal with Costs, Deviations from Budgets, Spreadsheet Techniques, Management Accounting Techniques, Principles of Cash Management

## Tax Processes for Business (+ Exam)

**Content includes:** Understand the legislation relating to VAT, Calculate VAT, Review and Verify VAT Returns, Principles of Payroll, Report Information

## Digital and Data Security

**Content includes:** Principles of Cyber Security, Finance and Accounting Software and Applications

## Wider Professional Landscape

**Content includes:** Professional Ethics and Codes of Conduct, Wellbeing and Resilience, Professional Judgement, Sustainability in Finance

## Stakeholder Engagement

**Content includes:** Diversity, Inclusion and Cultural Awareness, Develop Effective Working Relationships, Change Management

## Communication

**Content includes:** Communicate Financial Information, Communication Using Various Methods and Platforms

# Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.



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## Our Learners Say

“My LMP tutor is amazing. She guided me through the apprenticeship and provided great support. I have also been promoted to Finance Officer and enjoy my role at TIEVA. There are lots of opportunities to learn and develop and I am keen to progress in my finance career.”



- Oliver Greensmith, Finance Apprentice at TIEVA

## Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.



**Employers - book a discovery call with an apprenticeship expert**

[bit.ly/lmp-call](https://bit.ly/lmp-call)



**Candidates - enrol today online check website for cohort start date**

[bit.ly/account-l3](https://bit.ly/account-l3)

