

Assistant Accountant

Level: 3

Duration: 18 months

Assistant Accountants perform routine financial tasks and support businesses by assisting internal and external customers with their financial and accounting administration.



Apprenticeship overview

Core skills, knowledge and behaviours you will learn

- The principles of financial accounting, adjustment and reporting
- The principles of management accounting
- The principles of creating and maintaining financial records
- To assist with the production of accurate financial information for the preparation of accounts
- To communicate financial information in a way that non-finance stakeholders can understand

Where you might work

- Small organisations
- Global corporations
- Government bodies

Typical job roles

- Accounting Technician
- Accounts Clerk
- Assistant Accountant
- Assistant Cashier
- Bookkeeper
- Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk

Good to know

You will be responsible for managing your own caseload and time

Work is likely to be office-based and involve computer use

You will need to be organised and have good attention to detail

Visit: leedscitycollege.ac.uk/apprenticeships

Call: 0113 284 6464

Email: apprenticeships@leedscitycollege.ac.uk