



# Assistant Accountant Apprenticeship



Level 3



18 months

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



## Apprenticeship overview

Assistant accountants work across all sectors and organisation sizes, supporting financial and accounting activities for internal and external customers. They handle tasks from data entry to preparing management accounts and year-end statements, and may assist with regulatory requirements like VAT returns and tax computations. Daily, they interact with managers, team members, clients, and software providers to ensure accurate, timely accounts. Responsible for managing their own caseload and time, assistant accountants report to senior accountants, playing a vital role in maintaining efficient financial operations within their organisation.



## Typical job roles

Accounting Technician  
Assistant Accountant  
Bookkeeper  
Purchase Ledger Clerk

Accounts Clerk  
Assistant Cashier  
Finance Assistant  
Sales Ledger Clerk

## Why choose an apprenticeship for your business?

### The benefits, in brief:

- Retrain and upskill your current team
- Fill skill gaps and expand your workforce
- Diversify your team and bring in fresh ideas

### Why choose us?

- We are one of the biggest apprenticeship providers in the region
- We are funding experts and can help you get the maximum benefit of government funding available to you
- We will support you as an employer and your apprentice throughout the apprenticeship journey

## Interested?

**We welcome your enquiries.  
Contact us below:**



**Email: [apprenticeships@leedscitycollege.ac.uk](mailto:apprenticeships@leedscitycollege.ac.uk)**

**Visit: [leedscitycollege.ac.uk/employ-an-apprentice](https://leedscitycollege.ac.uk/employ-an-apprentice)**

**HARROGATE  
COLLEGE**

**Email: [apprenticeships@harrogatecollege.ac.uk](mailto:apprenticeships@harrogatecollege.ac.uk)**

**Visit: [harrogate-college.ac.uk/employ-an-apprentice](https://harrogate-college.ac.uk/employ-an-apprentice)**



**Email: [apprenticeships@keighleycollege.ac.uk](mailto:apprenticeships@keighleycollege.ac.uk)**

**Visit: [keighleycollege.ac.uk/employ-an-apprentice](https://keighleycollege.ac.uk/employ-an-apprentice)**