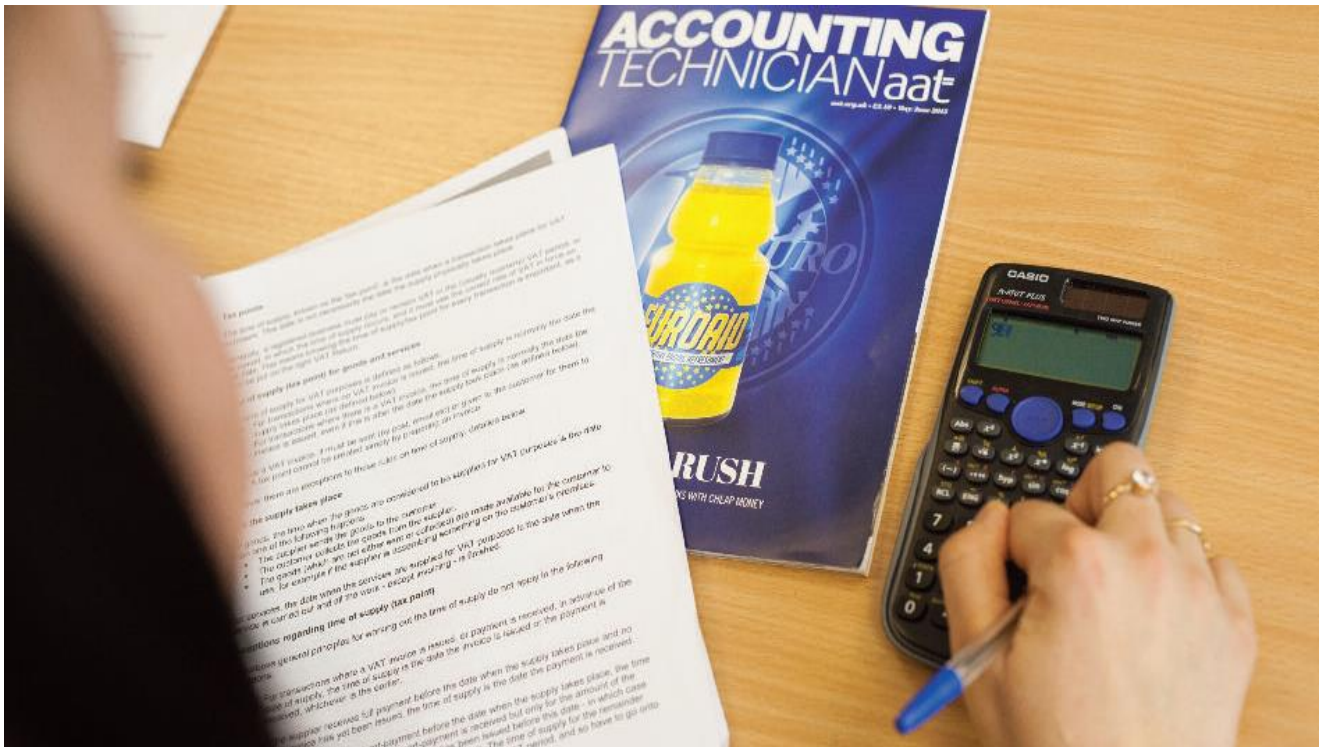


Accountancy Apprenticeship



If you enjoy data entry in sales, purchase and general ledgers, and are working in a finance environment then this could be the perfect job for you.

To become an Accountant you will have to have the ability to work in a timely manner, pay good attention to detail and be interested in working in in the accounts department, where you will cover a wide variety of tasks assisting the Accounts Office Supervisor & Financial Controller. You will receive support and guidance from both a College Tutor and Assessor to help you build your course portfolio and achieve your AAT Level 2 Certificate in Book-keeping and AAT Level 3 Advanced diploma in Accounting.

Are there any Accountancy entry requirements?

You should be IT literate with a good level of numeracy and literacy. Typically a minimum of a GCSE grade C or equivalent in Maths, English are required.

What levels are available to study?

For the new Level 3 apprenticeship standard, you will study AAT Level 2 book keeping and AAT Level 3 diploma. You must also complete Maths and English functional skills at Level 2 if these are not already held.

Possible Job Roles

- Cashier
- Credit Control Clerk
- Finance Assistant
- Accounts Assistant
- Book keeper
- Accounts Clerk
- Purchase Ledger
- Clerk
- Sales Ledger Clerk
- Accountant