



**Careers Education**

**GATSBY BENCHMARKS 1, 2, 3, 4 and 5**  
 A Stable Careers Programme  
 Learning from career and labour market information  
 Addressing the needs of each pupil  
 Linking curriculum learning to careers  
 Encounters with Employers and Employees



# Apprenticeship of the week

Monday 19 October 2020

## Assistant Accountant Apprenticeship - Level 3

Useful GCSE / BTEC / A level subjects for this career:

English, Maths,

Apprenticeship title:	Description:
<b>Assistant Accountant</b>	This position will enable you to launch your accounting career, whilst building up your financial skills. The Ideal candidate would be an honest person who is willing to learn and become confident within their abilities. You will be trained across a broad scope of accountancy duties.
<b>Labour Market Information. Apprenticeship summary :</b>	<p><b>Weekly wage</b> £145.25</p> <p><b>Working week</b> Monday to Friday: 9am-5pm Total hours per week: 35.00</p> <p><b>Expected duration</b> 18 months - This is a level 3 Advanced Apprenticeship</p>
<b>What you'll do:</b>	<p>As part of this role, you will undertake the following duties:</p> <ul style="list-style-type: none"> <li>• Working with spreadsheets</li> <li>• Preparing statutory accounts</li> <li>• Calculating and checking to make sure payments, amounts and records are correct</li> <li>• Sorting out incoming and outgoing daily post and answering any queries</li> <li>• Managing petty cash transactions</li> <li>• Controlling credit and chasing debt</li> <li>• Reconciling finance accounts and direct debits</li> <li>• And any other duties required to be carried out</li> </ul>
<b>Labour Market Information. Skills and Personal Qualities required:</b>	<p><b>Desired skills</b></p> <ul style="list-style-type: none"> <li>• Good numeracy skills</li> <li>• Good verbal and written communication skills</li> <li>• IT literate</li> </ul> <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Honest</li> <li>• Friendly</li> <li>• Willing to learn</li> <li>• Reliable</li> <li>• Punctual</li> </ul>
<b>Entry requirements:</b>	<b>Desired qualifications</b> 5 GCSEs at grades 9-4 (or equivalent) including maths and English.

<p><b>About the employer:</b></p>	<p>RSC Accountants Limited was established in 1996 to provide a comprehensive range of services to businesses of all sizes; ranging from small businesses to larger corporations based in the UK.</p> <p>We use our expertise and acumen to help you and your business to succeed. You will benefit from our dedicated proactive team who always looking at ways of saving you time and money to make your business more profitable. We make sure that our clients are making the most of tax incentives available and planning around the recent tax and regulations changes.</p> <p><b>Employer</b> RSC ACCOUNTANTS LIMITED</p> <p><b>Address</b> 116 Colindale Avenue, London, NW9 5GX</p>
<p><b>Training provider:</b></p>	<p><b>Training provider</b> FIRST RUNG LIMITED</p> <p>Applications for this apprenticeship are being processed by FIRST RUNG</p> <p><b>Contact</b> Beverley Woodhouse 07805980150 <a href="mailto:bwoodhouse@firstrung.org.uk">bwoodhouse@firstrung.org.uk</a></p> <p>Level 3 Assistant Accountant apprenticeship standard, which includes:</p> <ul style="list-style-type: none"> <li>• Level 3 AAT</li> <li>• Level 2 Functional Skills in maths and English (if required)</li> <li>• End-Point Assessment (EPA)</li> <li>• Employee Rights and Responsibilities (ERR)</li> <li>• Personal Learning and Thinking Skills (PLTS)</li> </ul> <p><b>Apprenticeship standard</b> Assistant accountant Level 3 (A level)</p>

### What is an apprenticeship?

An apprenticeship is a real job where you learn, gain experience and a qualification and get paid.

You're an employee with a contract of employment and holiday leave. By the end of an apprenticeship, you will have the right skills and knowledge needed for your chosen career.

There are four levels of apprenticeship, intermediate, advanced, higher and degree. It can take between one and six years to complete an apprenticeship depending on which one you choose, what level it is and your previous experience. It's funded from contributions made by the government and your employer.

Apprenticeships are an alternative option after your GCSEs / BTECs at the end of Year 11. To become an apprentice, you must:

- be 16 or over
- not already be in full time education
- spend at least 50% of your working hours in England

If you don't live in England, check out apprenticeship options in [Scotland\(Opens in a new window\)](#), [Wales\(Opens in a new window\)](#), or [Northern Ireland\(Opens in a new window\)](#).

### Useful Links:

There is no one place to find all apprenticeship vacancies. Here are a few links:

<https://www.findapprenticeship.service.gov.uk/>

<https://careerfinder.ucas.com/jobs/apprenticeship/>

<https://www.qa.com/campaigns/virtual-apprenticeships-learn-online>

<https://www.getmyfirstjob.co.uk/>

<https://whitehat.org.uk/apprentices>

<https://www.notgoingtouni.co.uk/>