Professional Career Development Programme: Assistant Accountant

Overview
An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Key information:

Duration
Typically this professional career development programme will take 15 - 18 months (min. 12 months).

Minimum Entry Requirements
Employees without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Qualifications
Upon successful completion, the employee will receive AAT – Advanced Diploma in Accounting

Progression
On completion learners can progress onto the Accountancy/Tax Technician Professional Career Development Programme.

Delivery
BPP can provide flexible study methods for the Level 3 programmes including:
- In Classroom face-to-face
- Online Classroom (recorded)
- Online Classroom Live (real time) or a mix of all three

On the job training
The table below gives an example of time required during working hours to complete this programme.

<table>
<thead>
<tr>
<th>Programme Module</th>
<th>Timetabled Lectures</th>
<th>Flexible Study Time</th>
<th>Total Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Modules</td>
<td>56</td>
<td>140</td>
<td>196</td>
<td>Webinars plus self-study and mock exams.</td>
</tr>
<tr>
<td>On the job training</td>
<td>-</td>
<td>-</td>
<td>70</td>
<td>Employer led learning such as GPL, Continuous Professional Development, technical training, shadowing and mentoring.</td>
</tr>
<tr>
<td>Study leave</td>
<td>-</td>
<td>35</td>
<td>35</td>
<td>Study leave in accordance with Professional Qualifications policy.</td>
</tr>
<tr>
<td>Gateway preparation</td>
<td>-</td>
<td>14</td>
<td>14</td>
<td>Evidence gathering and authentication to pass ‘Gateway’ through to End Point Assessment preparation.</td>
</tr>
<tr>
<td>Total</td>
<td>56</td>
<td>189</td>
<td>315</td>
<td></td>
</tr>
</tbody>
</table>

This allocation does not include additional time which may be required for functional skills or on programme resits. Please note that this calculation does not include the End Point Assessment phase.

If you are interested in the Professional Career Development Programme, contact your line manager.

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### Modules and Content

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Content</th>
</tr>
</thead>
</table>
| 1      | Financial Accounting and Reporting | • The basic elements of double entry bookkeeping  
  • Understands what is required in draft final accounts  
  • Understands the basic tax principles to apply current regulations to calculate VAT and submit a VAT return |
| 2      | Ethical Standards | • The relevant ethical standards to protect professional reputation  
  • Understands the importance of upholding relevant codes of conduct |
| 3      | Business Awareness | • The principles of transactional processes  
  • Understands business strategy to produce relevant and compliant information |
| 4      | Personal Development 1 | • Knowledge, Skills and Behaviours required to be an effective Assistant Accountant  
  • Reflect on own practice and development needs |
| 5      | IT Systems and Processes | • The process of entering accounting transactions, perform a reconciliation, correct errors and produce a range of reports  
  • Understands the use of all relevant office and accounting packages |
| 6      | Management Accounting | • The use of different accounting approaches  
  • Ability to gather, analyse and report information about income and expenditure to support decision-making, planning and control |
| 7      | Personal Development 2 | • Reflect on own practice and development needs and maintain a plan for personal development |

### Knowledge and skills associated with the Assistant Accountant Professional Career Development Programme

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Skills</th>
<th>Behaviours</th>
</tr>
</thead>
</table>
| Business Awareness | Analysis  
  IT Systems and Processes | Embracing Change  
  Ethical Standards | Adding Value  
  Financial Accounting and Reporting | Communication  
  Uses Systems and Processes | Ethics and Integrity |
| Management Accounting | Produced Quality and Accurate Information | Personal Accountability |

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If you need more details about the Knowledge, Skills and Behaviours, you can find them [here](#).