



# Level 3 Assistant Accountant

## STAGE 1 - Content Alignment to Standard Titles

This apprenticeship is suitable for those who provide support to internal and external customers and work either as an assistant accountant within practice or 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.



Standard	Behaviours					
	Embracing Change	Adding Value	Ethics & Integrity	Personal Accountability	Productivity	Team Work & Collaboration
BRIEF DESCRIPTION (TAKEN FROM THE STANDARD")	Accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.	Identifies opportunities to actively engage in the wider business when appropriate. Provides information that positively contributes to influencing business decisions whilst continually striving to improve own working processes and those of the organisation.	Applies a transparent and objective manner in all actions and interactions to ensure that they meet the ethical requirements of the profession.	Takes the initiative for own personal development. Proactively takes responsibility for completing tasks and meeting expectations. Consistently prioritises in order to achieve timely outcomes.	Organises work effectively and achieves required results within deadlines. Performs professionally in pressurised situations and escalates appropriately when necessary.	Consistently supports colleagues & collaborates to achieve results. Aware of their role within the team & their impact on others.
FranklinCovey Content						