

Accountancy Apprenticeships

Accountancy apprentices can be based in an accounting practice or the accounting function of an organisation. Assistant accountants support day to day financial activities such as data entry to month end management accounts and/or year-end financial statements.

Professional Accounting Technicians have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information.

Eligibility

Apprenticeships are available for new or existing employees of all ages, including graduates, who need to develop skills.

Fees

All or most of the fees are funded by the government or via the Apprenticeship Levy, with additional incentives for employers of under-19s. Contact us for specific information.

Recognised Qualifications

AAT Advanced Diploma in Accounting (level 3)

AAT Professional Diploma in Accounting (level 4)

Career Progression

Successful completion of the AAT Professional Diploma grants generous exemptions with ACCA, ICAEW, CIMA, ICAS and CIPFA.



Benefits to your business

- Attract and retain talented, ambitious new talent
- Develop and quality assure existing non-qualified staff in finance roles
- Widen your talent pool
- Fully/part-fund professional qualifications for your team

Structure and delivery

Most students start with the level 3 Assistant Accountant apprenticeship and then progress to the level 4 Professional Accounting standard.

- 18 month blended learning programme at Level 3 and Level 4
- Dedicated Damar tutor who designs the lesson plan and provides mentoring and support via face to face and remote visits
- Activity based, printed learning guide
- Interactive online lessons which student can access 24/7
- Osborne text books (printed and online) packed with question practice

Students based in Greater Manchester can also access tutor-led sessions at our Stockport centre. Students may alternatively use high-quality online learning resources carefully selected by Damar Training.

Apprentices study a range of AAT units as follows:

Level 3 Assistant Accountant

- Advanced bookkeeping
- Final accounts preparation
- Management accounting: Costing
- Indirect tax
- Ethics for accountants
- Spreadsheets for accountants

Level 4 Professional Accounting

- Management accounting: Budgeting
- Management accounting: Decision and control
- Financial statements
- Accounting systems and controls
- Two optional units – choose from business tax, personal tax, external auditing, cash and treasury management, cash management.

At the end of each apprenticeship there is a role-based simulation that covers the knowledge and wider business skills developed during the apprenticeship. Apprentices also submit a portfolio of evidence demonstrating their competence against the full breadth of the skills in the standard.

Commitment

Apprentices need to spend a minimum of 20% of their working week on their studies.