



Assistant Accountant

An Assistant Accountant is responsible for providing support to internal and external customers and will work predominately either as an assistant accountant, as part of a wider team within practice, or alternatively within the finance function of an organisation.

Part of their remit will involve assisting in the day to day financial activities, such as financial data entry, through to month end management accounts, and annual financial statements. In addition, the Assistant Accountant may be responsible for undertaking regulatory financial requirements, such as completing VAT returns, or assisting in the preparation of tax returns.

Programme Benefits and Outcomes

Your Assistant Accountant will be able to;

- Develop a range of technical proficiencies, including but not limited to – Business awareness, Financial accounting and reporting, Management accounting, Financial and IT systems and processes, Ethical standards of practice.
- Understand how the skills fit your business needs and implement these effectively
- Develop outstanding professional conduct

Nationally and Industry Recognised Qualifications

Alongside the programme, your employees will gain a Professionally recognised qualification to support their development, supporting your organisation in developed a high-skilled workforce.

Continuation Courses for your Employees

TEAM LEADING AND MANAGEMENT

Once proficient in a their role, with the skills, knowledge, behaviours and experience needed to thrive in a business environment, our tailored pathway courses support your organisation to further progress employees into higher level roles. We do this successfully through tailoring our programmes to the specific needs of your employees' development, alongside the detailed requirements of your business.

Successful completion of the Assistant Accountant programme can lead onto;

TEAM LEADING LEVEL 3

PROFESSIONAL ACCOUNTING
TECHNICIAN LEVEL 4

ACCOUNTANCY/TAXATION
PROFESSIONAL LEVEL 7

Programme Support and Additional Services

Our programmes are developed to support your business needs in developing the talent, skills and knowledge needed to help your business grow and succeed. Our Assistant Accountant course also includes the following components;

18 months programme duration

supported through industry recognised qualification

Dedicated Account Manager

monthly meetings to satisfy all your questions, feedback and communication needs

Personalised coach, tutor and assessor

weekly contact for your employees 20% off the job training (face-to-face, virtual and telephone)

Training Costs

Levy businesses can use their contributions to pay for this training. The costs will be £8,000.

If you are not a levy paying business there may not be a cost for this training. If the employee on this programme is under 19 and your business has less than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training which would be £400.

Contact us

With Academies throughout the UK, get in touch today to find out how your employees can begin their journey, and how we can support your organisation with your workforce education and training

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