

## T Level Accounting - Assistant Accountant

### Course Overview

This T Level qualification has been designed by chartered accountants and educational experts and aims to develop your core skills and competencies to become an accountant assistant. The accounting T-Level prepares you for a bright future as an accountant with various job roles in this sector. You will study the differences between payroll and accounting and use technology to produce budget and cash flow forecasts using various data. This two-year study programme mixes study skills, academic 1:1, and personal development/ tutorials. The T-Level accounting qualification is equivalent to 3 A-Levels and includes 315 hours (45 days) of industry placement, which will be linked to core competencies of the T-Level accounting.

### What you will learn

In the first year, you will study the following elements  
1. The business environment  
2. Careers within the finance and accounting professions  
3. Regulation  
4. Professionalism and ethics/equality, diversity and inclusion  
5. Security and risk  
6. Professional services  
7. Fundamentals of law  
8. Fundamentals of financial accounting  
9. Technology  
10. Data driven innovation/analytics and design thinking  
11. Research skills  
12. Project/change management and administration  
13. Fundamentals of financial accounting

In the second year, you will focus on the occupational specialism  
1. Produce and analyse a trial balance  
2. Prepare primary financial statements  
3. Analyse business performance and present results  
4. Provide support to tax and audit functions  
5. Prepare computations for payroll

### Entry Requirements

You should have 5 GCSEs at Grade 5 or above, including maths and English. We can also accept alternative equivalent qualifications.

### Course Progression

After two years, you can progress to the Level 3 Payroll Administrator or Assistant Accountant apprenticeship to develop and gain certification of their occupational competence, or you can progress to higher-level Apprenticeships such as the Level 4 Professional Accountant or Taxation Technician depending on their skills or experience. Where you may not have access to an Apprenticeship or would prefer a more academic route, you can progress to relevant Higher Technical Qualification (HTQ) or degree programmes. The T Level accounting supports progression to entry-level job opportunities in accountancy and payroll job roles:

- Payroll administrator
- Payroll junior
- Payroll officer
- Payroll clerk
- Assistant accountant
- Trainee accounting assistant
- Account clerk
- Cashier
- Finance assistant
- Purchase ledger clerk

### What Happens Next

Apply online via the College website, or if your school uses the Positive Steps @16 (PS16) application system please apply through this and speak to your careers advisor if you are unsure. You will need details of your qualifications, a reference, and a personal statement to complete your application. Once your application has been successfully processed, you will be sent a conditional offer and be invited to a welcome event at the College to meet your tutors, learn more about your chosen course of study and tour the facilities. You will then need to confirm your acceptance of the course offered to you.

### Course Details

Course Code	P00394
Start Date	07/09/2026
Study Hours	Full Time
Duration	2 years
Campus	St Margaret's Campus
Level	3

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