

# Working Effectively in Accounting and Finance



**Working Effectively in Accounting and Finance is a course from AAT (The Association of Accounting Technicians) which will help students gain a prestigious Level 2 Certificate in Accounting.**

This course will help you understand the functions, processes and procedures within the accounts department of any organisation. You'll gain essential, practical knowledge to ensure you can successfully take up any position in an Accounts or Finance Department with ease and be sure you have a well-rounded finance skillset.

You can study this course at your own pace and the format of the course means that you can study this in one of our local centres or at home to enable you to fit it in around your existing commitments.

Once you've successfully completed your training you'll gain a renowned Pitman Training Certificate and be well placed to go on to gain an AAT Level 2 Certificate in Accounting.

## Designed for

This course is designed for anyone looking to work within the Accounts Department of any organisation or who wishes to manage the financial records of their own business. Before starting this course experience in basic book-keeping and Microsoft Excel is preferred.

It's more specifically aimed at anyone looking to go on and attain an AAT Level 2 Certificate in Accounting qualification.

## Objectives

This course is designed to help those seeking to achieve an AAT (The Association of Accounting Technicians) Level 2 Certificate in Accounting Qualification. You will learn practical tips, advice and knowledge about working within an Accounting role.

There are ten chapters in this course:

- Chapter 1:** Accounting and Finance in the Workplace
- Chapter 2:** The need for efficient Accounting
- Chapter 3:** Company Policies and Procedures
- Chapter 4:** Ethics and Sustainability
- Chapter 5:** Working with numbers
- Chapter 6:** Presenting data
- Chapter 7:** Methods of communication
- Chapter 8:** Organising your own work
- Chapter 9:** Team working
- Chapter 10:** Developing skills and knowledge

## Study Options

The Working Effectively in Accounting and Finance course can be studied in two ways.

- **In centre, with our friendly course advisors available for support and guidance as and when you need it.**
- **At home or from work – with support via email or telephone during working hours.**

Once you've decided to go ahead you'll learn in your own time and at your own speed, but with the knowledge you have support at hand if required.

## Benefits

- **Learn double-entry book-keeping in order to keep accurate accounting records**
- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

## Course price:

**Available as part of selected diplomas**

## Course duration:

**29 hours**



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Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

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