

Accounting Technician Diploma with Level 3* AAT Qualification

Join the network that will make
your financial career count



Finance Skills x Qualifications = A Strong Career Path

If you already have some accounting and book-keeping knowledge, this Diploma will build on your experience and put you in the perfect position to gain a prestigious AAT Level 3 Qualification.

Climb the career ladder

If you have ambitions to become a qualified, accountant, book-keeper, Finance Administrator, Treasurer or be able to handle the finances in your own business then this Diploma will help you get where you want to be.

On completion of the Diploma, you'll be well placed to go on and attain the AAT Level 3* Diploma in Accounting.

What will you get in return?

You'll study key core AAT subjects such as accounts preparation, cost and revenues and indirect tax to name just a few. These courses will arm you with the essential know-how to competently and professionally handle the Accounts within an organisation.

For the duration of your studies, you'll have access to MyAAT, the online resource for AAT students, where you can access study support and resources as well as exclusive AAT member benefits.

On completion of this Diploma, you'll be in the ideal position to gain the well-respected Level 3* Diploma in Accounting.

* Level 6 in Scotland

Potential careers include:

- Accountant
- Accounts Supervisor
- Book-keeper
- Finance Administrator
- Payroll Clerk
- Treasurer

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Gain a valuable
Level 3* AAT
Qualification

* Level 6 in Scotland

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Get the Pitman Advantage™

Core Courses

Accounts Preparation

In this subject you'll learn about accounting principles and concepts as well as the nature and importance of the different categories of accounting.

Prepare Final Accounts for Sole Traders and Partnerships

You will learn how to prepare financial statements for sole traders and partnership organisations. You'll learn and understand the significance and limitations of the trial balance and become familiar with the statement of financial position and profit and loss.

Cost and Revenues

Learn to recognise different approaches to cost accounting and make informed and reasoned judgements to guide management.

Professional Ethics

You'll gain an insight and understanding of the principles of ethical working with internal and external customers, how to act and what action you need to take with suspected breaches and the ethical responsibility of those in the finance industry.

Indirect Tax

You'll learn VAT regulations and how to accurately complete a VAT return in a timely manner to meet strict deadlines. You'll also cover how to make adjustments if required.

Spreadsheet Software

This course comprises of the Pitman Training **Excel** and **Excel Expert** courses†:

Microsoft Excel

Learn spreadsheet skills to a good business standard and be confident using this essential software.

Microsoft Excel Expert

Acquire advanced spreadsheet skills by covering importing and exporting data, creating templates, linking workbooks, data tools, analysis and pivot tables.

†If you have previously completed these courses, present your certificates to your course advisor to confirm exemption from the study material.

Elective Courses** (choose three)

Effective Business Communication

Sage 50 Accounts

Time Management

Introduction to Business Structure and Law

How to Coach an Effective Team

Effective Meeting Skills

Health and Safety Essentials

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Other courses you may be interested in

This diploma is very comprehensive covering all key elements of accounting, but you may feel you would also benefit from topping up other skills.

Your Pitman Training Course Advisor will be able to make recommendations of other courses that may also benefit your career.

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest possible level. Team this with the AAT qualification, which is THE industry 'must-have' for accounting professionals and you have a very strong CV.

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Guideline Learning Time

This diploma will take around 532 hours flexi-study or 21 weeks full time***

To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 12 months.

***Full-time is based on approx 20-30 hours a week.

**Alternative choices are available. Please talk with your Course Advisor. Seminars are subject to availability at your local Pitman Training Centre.



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