

Get the Pitman Advantage™

This prestigious Pitman Training diploma is highly regarded by employers throughout the World and signifies that you have been trained to the highest level.

With your Pitman Training diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly Course Advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



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

City of London: Salisbury House, London Wall, London, EC2

Oxford Circus: 50 Margaret Street, London, W1

Tel: 020 7256 6668 **Web:** www.pitmanlondon.co.uk

Advanced Diploma in Accounting with AAT Foundation



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A comprehensive training programme, suitable for beginners, designed to give you bookkeeping and accounting knowledge. This diploma will also prepare you to gain a Level 2 and 3 AAT Qualification.



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Are you looking to gain known accounting qualifications? Want to put yourself in the best possible position to progress your career in finance?

This diploma offers you a route to gain hands-on accounting experience through practical self-paced training.

Once you've completed your diploma and gained your new AAT qualifications you can add them to your CV feeling confident that you could apply for roles such as; Accounts Assistant, Bookkeeper, Finance Assistant, Finance Administrator.

If you're interested in running your own business, you may find that working as a self-employed bookkeeper gives you great flexibility and you can confidently manage your clients' books as well as your own business finances!

If you're keen to progress even further, there are a number of options you could look towards and with further study to gain an **AAT Professional Diploma in Accounting**, your career path could lead you to work as an Accountant, Finance Manager or Financial Controller for example.

The Advanced Diploma in Accounting with AAT Foundation provides top level professional finance training for anyone wanting a career as an Accountant, Bookkeeper or Finance Professional.

If you study this diploma you will also have the opportunity to gain an **AAT Foundation Certificate in Accounting** and the **AAT Advanced Diploma in Accounting**; both valuable qualifications for anyone aspiring to work in finance.

This training is suitable for complete beginners to accounting. Through a comprehensive range of core subjects such as Final Accounts Preparation, Elements of Costing, Advanced Bookkeeping and Sage 50 Accounts, you'll gain essential, practical accounts processing understanding and ability. You'll work through each course step-by-step at your own pace to gain the knowledge required to work confidently in an accounting role.

With this diploma you'll also be given your own access to MyAAT. This is a comprehensive and valuable online student resource that all AAT students are provided with to assist

their studies and helps prepare you for the qualification examinations.

As with all our training, this is a flexible diploma which can be studied via a combination of methods; in one of our training centres or online at home or work. You have overall ultimate control and flexibility over where and when you study.

- **Flexible training which fits around your commitments;**
- **Support on hand from our friendly course advisors;**
- **Access to the online MyAAT student study support centre;**
- **Opportunity to gain prestigious AAT at Levels 2 and 3 qualifications***

** Equivalent to Level 5 and 6 in Scotland*

Aims and Objectives

Successful completion of this course means you will be eligible to take the **AAT Foundation Certificate in Accounting** and the **Advanced Diploma in Accounting**, both extremely prestigious financial qualifications.

Pre-Requisites

You don't need to have any specific experience or qualifications before starting this diploma programme.

Career Path

This is a high level diploma and can help you gain roles such as Professional Bookkeeper or Accounts Assistant. Taking your AAT training to the next level could lead to positions such as AAT Qualified Accountant, Treasurer etc.



CPD Points 565

(Awarded CPD points upon successful completion).



Core Courses

Bookkeeping Level 2 - Module 1

Includes the double entry system, the basics of VAT, creating sales invoices, general ledger, purchase and sales ledgers, cash and petty cash books, and balancing the cash book, petty cash book and ledger accounts, preparing a trial balance.

Bookkeeping Level 2 - Module 2

Includes bank reconciliation, sales and purchase ledger control accounts, using the journal to account for contra entries and bad debt, checking invoices for accuracy, accounting for payroll in the accounts, preparing statements of account, reconciliation of statements of account, paying invoices falling due and using information from within the double entry system to prepare a VAT Return.

Bookkeeping Level 2 - Module 3

Includes preparing a trial balance from the ledger accounts, using the journal to start up a new set of double entry accounts, account for bad debts with associated VAT, correct errors and clear the suspense account, calculating depreciation, extending the trial balance, calculating profit or loss, preparing a profit and loss account and balance sheet, closing off the ledger accounts

Sage 50 Accounts

Convert your manual bookkeeping skills to computerised accounts using the most popular software.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over 10 self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

Excel Expert

This course will provide you with the knowledge and skills to use this popular programme to an advanced level. Choose to study 2013 or 2010 and over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

Elements of Costing

Learn about the cost recording system within an organisation; using cost recording techniques; learn how to provide information on actual and budgeted costs and income.

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Work Effectively in Finance

Learn the finance function within an organisation; use personal skills development in finance; produce work effectively; learn about corporate responsibility, ethics and sustainability within organisations.

Advanced Bookkeeping

Learn how to apply the principles of advanced double-entry bookkeeping; implement procedures for the acquisition and disposal of non-current assets, prepare and record depreciation calculations; record period end adjustments; produce and extend the trial balance.

Final Accounts Preparation

Distinguish between the financial recording and report requirements of different types of organisation; explain the need for final accounts and the accounting and ethical principles underlying their preparation; prepare accounting records from incomplete information; produce accounts for sole traders and partnerships; recognise the key differences between preparing accounts for a limited company and a sole trader.

Management Accounting: Costing

Understand the purpose and use of management accounting within an organisation; apply techniques required for dealing with costs; apportion costs according to organisational requirements; analyse and review deviations from budget and report these to management; apply management accounting techniques to support decision making.

Indirect Tax

Understand and apply VAT legislation requirements; accurately complete VAT returns and submit them in a timely manner; understand the implications for the business of errors, omissions and late filing and payment; report VAT-related information within the organisation in accordance with regulatory and organisational requirement.

Ethics for Accountants

Understand the need to act ethically; understand the relevance to the accountant's work of the ethical code for professional accountants; recognise how to act ethically in an accounting role; identify action to take in relation to unethical behaviour or illegal acts.



Guideline Learning Time

565 hours flexi study or 21 weeks full-time
(Full-time based on approx 20-30 hours a week)

The AAT recommends a total study time of 860 hours
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 18 months.