

Bookkeeping Diploma

Pitman Training's Bookkeeping Diploma is suitable for anyone keen to develop bookkeeping and spreadsheets skills for an accounting role.



Tel: 020 7256 6668

The Bookkeeping Diploma covers everything you will need to have a successful career in Finance and Accounting; Bookkeeping, Sage Accounts and Microsoft Excel.



If your aim is to work within the accounting team in larger firms, you'll be able to collate, check and analyse financial information efficiently on their behalf. If you choose to work in a smaller business, your diploma will give you the knowledge and confidence to run a busy accounts department.

You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the knowledge you need.

Get a job as a trusted Accounts Professional

Every business regardless of sector needs trusted accounts professionals to ensure every financial transaction is managed and organised to the highest level. You'll need an unwavering eye for detail and the ability to work under pressure in order to meet important deadlines.

With the Bookkeeping Diploma you'll get all of the essential skills required to be a highly valued assistant to company accountants in larger firms - collecting, checking and analysing financial information on their behalf.

If you choose to work in a smaller business, your diploma will give you the knowledge and confidence to run a busy accounts department. You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the knowledge you need.

The essential skills you need to get the job and succeed

With your Bookkeeping Diploma you'll have great transferable skills which you can take from one employer to another. In fact, you'll be able to enjoy a long and successful career where your skills are always highly sought after. Your diploma will cover everything you will need including Bookkeeping, Sage Accounts and Excel.

You'll have the option to choose two additional core subjects where you can tailor the training to your preferences, topics available includes courses such as Sage Payroll, Payroll Principles, Costing & Pricing to name just a few.

What will you get in return?

A Pitman Training diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Organisations throughout the UK recognise Pitman Training as a sign that you have been trained to the very highest level. So with your Bookkeeping Diploma, you'll have world class skills to get a job as a highly valued, well paid Finance Assistant or Accounts Technician.

Aims and Objectives

The aim of this Bookkeeping training is to provide you with an understanding and practical experience required to manage a businesses financial records. Through self-paced, hands-on learning you'll gain confidence in your bookkeeping abilities that can immediately be put into practice in any workplace. In addition to the Pitman Training bookkeeping certification anyone who successfully gain this qualification will be eligible to commence further AAT studies if desired.

Pre-Requisites

There are no pre-requisites required for this diploma.

Career Path

Once you've gained essential bookkeeping skills you can look to further your career towards roles such as Accounts Clerk, Accounts Assistant, Accounts Manager and ultimately a fully qualified Accountant.



CPD Points 140

(Awarded CPD points upon successful completion).

Core Courses

Bookkeeping Level 2 - Module 1

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry bookkeeping.

Bookkeeping Level 2 - Module 2

This course is the second module designed to further your bookkeeping level 2 studies using the double entry system so you can keep accurate bookkeeping records.

Bookkeeping Level 2 - Module 3

This third bookkeeping module covers many areas including using the journal, and year end accounts which include the profit and loss account and balance sheet.

Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten 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.

or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. 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.

Elective courses (choose two)

- Costing and Pricing
- Understanding Business Accounts
- Effective Business Communication
- Sage 50 Payroll
- Introduction to Business Structure and Law
- Numeric Data Entry
- Payroll Principles
- Word
- Word Expert
- Access
- Outlook

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

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

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Guideline Learning Time

140 hours flexi study or 6 weeks full-time
(Full-time based on approx 20-30 hours a week)