

Foundation Diploma in Bookkeeping with AAT

This diploma is a classic bookkeeping training programme that can result in a solid, industry recognised AAT qualification.



Tel: 020 7256 6668

If you're a beginner to finance and accounts and looking at how best to start your career in this industry, this is a great place to begin.

If you're looking to set your own bookkeeping business up, this is a great way to start to build your professional skillset that will prove to prospective clients that you have the ability to manage their financial records with confidence.

From here you could look towards gaining further AAT qualifications which could help progress your career path by opening the door to roles such as Accountant, Auditor, Finance Team Leader etc.

Make your qualifications count

The Foundation Diploma in Bookkeeping with AAT is a classic course that provides solid qualifications.

Combine Pitman Training's well-regarded reputation for the quality of our diplomas, along with our partnership with AAT, the accounting industry's leading professional body, to bring you qualifications that will stand the test of time.

The lifeblood of every business is cash flow. Having a firm grip on the figures is what differentiates strong businesses from failing ones. The skills learnt with this diploma ensure business owners and directors can get on with their everyday tasks, relying on you to manage the daily finances enabling them to look at the overall view of their financial status.

Leverage your career by balancing the books

This diploma is packed full of practical training and will provide you with the blueprint for the beginning of a successful career in finance. You'll study core bookkeeping courses as well as Sage Accounts, meaning you'll be well up to speed with the processes involved in manual and computerised bookkeeping processes. As well as the key bookkeeping courses, you'll have the option to select an elective subject of your choice and will also study Microsoft Excel; a vital spreadsheet programme used in businesses and in particular accounting departments worldwide.

All our students who study for an AAT qualification get access to MyAAT. This is an online study support system. A great place to find articles, resources, practice tests etc. all designed to help you succeed in your quest to gain industry qualifications. We recommend spending a good amount of time utilising as much as possible on this platform so that when the time comes for you to sit your qualification examinations, you're as prepared as possible.

What will you get in return?

At the end of your studies, once you've successfully completed your courses and assessments, not only will you gain a prestigious Pitman Training Diploma certificate but you'll hold an **AAT Foundation Certificate in Bookkeeping**. Both are recognisable and will be attractive to employers looking for proven accounting skills and experience.

Aims and Objectives

The Foundation Diploma in Bookkeeping will give you the skills you need to gain industry qualifications that will enable you to gain an entry level position in the accounts department of any organisation either as a Bookkeeper, Accounts Assistant or Purchase Ledger Clerk for example.

Not only will this diploma give you practical experience of the processes involved with both manual and computerised bookkeeping, you'll gain valuable hands-on experience using real-life scenarios throughout your training. This means, when you come to put your training into practice in the workplace, you can be confident in your ability to hit the ground running.

Pre-Requisites

There are no specific pre-requisites required for this Diploma.

Career Path

With this reputable qualification on your CV you can confidently work towards a great accounting career. From working as a Bookkeeper further training can progress you towards jobs such as Assistant Accountant, Auditor, Finance Team Leader and ultimately, with the right qualifications, a qualified Accountant.



CPD Points 130

(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

Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.

or Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.



Elective courses (choose one)

- Costing and Pricing
- Understanding Business Accounts
- Effective Business Communication
- Introduction to Business Structure and Law
- Outlook
- Word
- Numeric Data Entry

(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

130 hours flexi study or 5 weeks full-time
(Full-time based on approx 20-30 hours a week)

The AAT recommends a total study time of 250 hours
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 12 months.