

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 Level 2 and 3 AAT qualifications, which is THE industry 'must-have' for accounting professionals and you have a very strong CV.

Our Accounting Technician Diploma with Level 2 and 3* AAT Qualification is easy to fit into your life:

- You complete the course via flexible learning, which fits around your work and home life commitments
- You'll have online support 24/7, plus additional support from your training centre advisors
- Complete it in your own time - only take the exam when you're ready
- You'll also gain access to the MyAAT online resource platform

* Level 5 and 6 in Scotland

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.

**Call now on
0333 200 1310**
to discuss how you can get the skills for a
rewarding job in company finance and accounting.

www.pitman-training.com



Get the Pitman Advantage™

Professional Accounting Technician Diploma with AAT Level 2 & 3* Qualifications

Join the network that will make your financial career count



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Gain valuable
Level 2 and Level 3*
AAT Qualifications

* Level 5 and 6 in Scotland



Get the Pitman Advantage™

Finance Skills x Qualifications = A Strong Career Path

Our Professional Accounting Technician Diploma provides top level professional finance training for anyone seeking to become an Accountant, Book-keeper or any sort of Finance Professional. It also gives students the opportunity to gain AAT (The Association of Accounting Technicians) Level 2 and Level 3 Qualifications*.

Is the Diploma for me?

This diploma is ideal if you're looking to become finance professional or want to be able to maintain accurate financial records for your own business.

Completion of the diploma will mean you will be eligible to take the AAT Level 2 Certificate in Accounting and the AAT Level 3 Diploma in Accounting, both extremely prestigious financial qualifications.

What will you get in return?

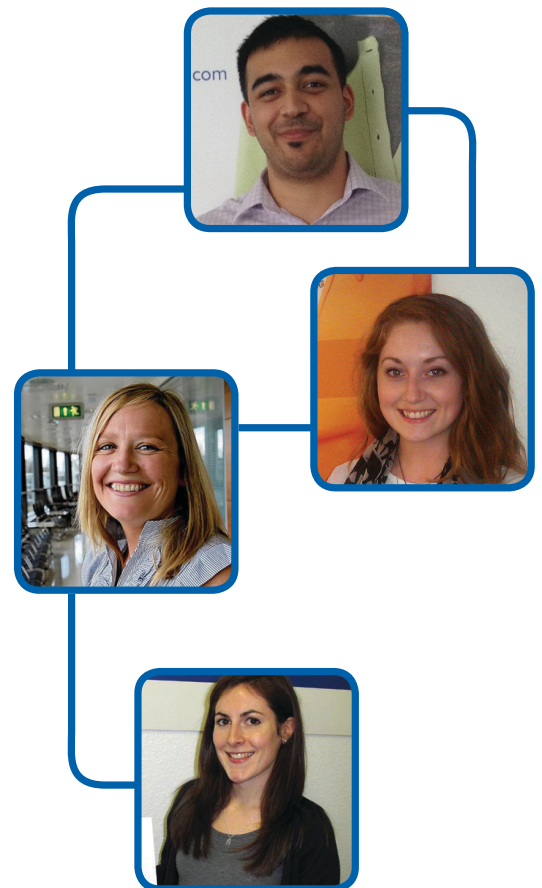
It's a comprehensive Diploma suitable for complete beginners to accounting. With sixteen core subjects such as accounts preparation, cost and revenues, basic costing, Sage 50 accounts, you'll be able to work through the courses step-by-step at your own pace.

It's a flexible Diploma and can be studied through a combination of methods: in one of our training centres, at home or at work. Some courses are accessible via our distance learning platform which means you have overall ultimate control and flexibility over where and when you study.

With this Diploma you'll also have your own access to MyAAT, the online student resource from the AAT that students are provided to assist with their studies.

* Level 5 and 6 in Scotland.

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Potential careers include:

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

Core Courses

Book-keeping Level 2 - Module 1

In 8 lessons learn all aspects of manual accounts, the basics of VAT, checking invoices, day books, general ledger, purchase ledger and sales ledger, petty cash books and balancing ledger accounts.

Book-keeping Level 2 - Module 2

Module 2 covers the double entry book-keeping system, bank reconciliation, sales and purchase ledger, accounting for bad debt, correcting errors, reconciliation of statements and VAT returns.

Book-keeping Level 2 - Module 3

Module 3 covers using the journal in order to correct book-keeping errors, as well as recording year-end adjustments prior to preparing the final accounts.

Sage 50 Accounts

Convert your manual book-keeping skills to computerised accounts using the most popular software.

Basic Costing

Learn to understand an organisation's cost recording system, use it to record or extract data - use spreadsheets to convey information on actual and budgeted income and expenditure.

Working Effectively in Accounting and Finance

Understand an organisation's accounting function, use numeracy and literacy communication skills to work independently or in a team, prioritise tasks and understand ethical issues, confidentiality and the benefits of sustainable values.

Accounts Preparation

Learn about accounting principles and concepts as well as the nature and importance of the different categories of accounting.

Cost and Revenues

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

Prepare Final Accounts for Sole traders and Partnerships

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.

Professional Ethics

Gain an insight and understanding of the principles of ethical working with internal and external customers, including 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

Learn about 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.

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.

Elective Courses (choose three)

Microsoft Word/Expert

Microsoft Access

Microsoft Outlook

Effective Business Communication

Sage 50 Payroll

Health and Safety Essentials

Time Management

Introduction to
Business Structure and Law

Understanding Business Accounts

Numeric Data Entry

How to coach an effective team

Effective Meeting Skills

Payroll Principles

The above are recommended electives. 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.

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

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Guideline Learning Time

This diploma will take around 669 hours flexi-study or 27 weeks full time**

To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 18 months.

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