



Work Effectively in Finance

Work Effectively in Finance is a course from which will help students gain a prestigious Level 2 AAT (The Association of Accounting Technicians) Foundation Certificate in Accounting Qualification.

ABOUT THIS COURSE

This course will help you understand the functions, processes and procedures within the accounts department of any organisation. You'll gain essential, practical knowledge to ensure you can successfully take up any position in an Accounts or Finance Department with ease and be sure you have a well-rounded finance skillset.

You can study this course at your own pace and the format of the course means that you can study this in one of our local centres or at home to enable you to fit it in around your existing commitments.

Once you've successfully completed your training you'll gain a renowned Pitman Training Certificate and be well placed to go on to gain an AAT Foundation Certificate in Accounting Qualification.

DESIGNED FOR

This course is designed for anyone looking to work within the Accounts Department of any organisation or who wishes to manage the financial records of their own business. Before starting this course experience in book-keeping and Microsoft Excel is preferred.

It's more specifically aimed at anyone looking to go on and attain an AAT Foundation Certificate in Accounting Qualification.

OBJECTIVES

This course is designed to help those seeking to achieve an AAT (The Association of Accounting Technicians) Foundation Certificate in Accounting Qualification. You will learn practical tips, advice and knowledge about working within an Accounting role.

There are ten chapters in this course:

Chapter 1: Accounting and Finance in the workplace

Chapter 2: The need for Efficient Accounting

Chapter 3: Company Policies and Procedures

Chapter 4: Ethics and Sustainability

Chapter 5: Working with Numbers

Chapter 6: Presenting Data

Chapter 7: Methods of Communication

Chapter 8: Organising your own Work

Chapter 9: Team Working

Chapter 10: Developing Skills and Knowledge

COURSE DURATION: 45 HOURS

Available only as part of selected diplomas

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 45

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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