

# Advanced Diploma in Accounting with AAT



This Level 3 accounting diploma combines the excellence of Pitman Training's reputation and practical learning with industry leading qualifications from AAT, the professional body for accountancy.



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This diploma will help you get where you want to be and open up the door to more senior-level positions. From here there are further training and career progression options which can lead to more senior-level accounting positions such as Management Accountant, Business Tax Specialist etc.

This training programme offers a great opportunity to gain an AAT Advanced Diploma in Accounting qualification. If you already have some accounting and bookkeeping knowledge, for example, you've already obtained the **AAT Foundation Certificate in Accounting**, this diploma will build on your existing knowledge and take it to the next level.

Throughout the duration of your studies you'll have access to MyAAT. This is a vast online resource that all students studying AAT qualifications can access study support, additional resources and exclusive AAT member benefits. We recommend you maximise your access to the resource as it can help hugely as part of

your preparation to go on and undertake the AAT qualification examinations.

## Aims and Objectives

Through seven core subject areas such as Final Accounts Preparation, Ethics for Accountants and Indirect Tax, to name just a few, you'll arm yourself with the essential know-how to be able to competently and professionally handle the accounts within an organisation or manage your own businesses financial records.

## Pre-Requisites

If you already hold the Foundation Certificate in Accounting, previously the Level 2 Certificate in Accounting, then this is the next natural step.

## Career Path

Study of this diploma enables you to apply for more specialist roles such as Bookkeeper, Credit Controller, Finance Officer for example. There are still plenty of career progression options available and depending on aspirations, you could work towards a career as a Chartered Accountant, Finance Manager, Financial Controller!



**CPD Points 380**

*(Awarded CPD points upon successful completion).*

## Core Courses

### 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; product 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.

### Microsoft 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.

### Microsoft 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.



To discuss your current skills and aspirations call now:

**020 7256 6668**

[www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

**Salisbury House London Wall London EC2M 5QQ**



## Guideline Learning Time

**380 hours flexi study or 15 weeks full-time**  
(Full-time based on approx 20-30 hours a week)

**The AAT recommends a total study time of 520 hours**  
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 12 months.