

Advanced Diploma in Bookkeeping with AAT

diploma

This diploma will give you the chance to become a qualified bookkeeper with AAT, enabling you to work in a self-employed capacity, providing bookkeeping services to small businesses.

PROGRAM OVERVIEW

This diploma is a great stepping stone for your career and is designed for those who wish to work as a self-employed bookkeeper or to gain employment as a senior bookkeeper.

This program will guide you through Levels 2 and 3 building knowledge, skills, and confidence. Upon successful completion, you will be able to gain AAT Qualified Bookkeeping status (AATQB).

AIMS AND OBJECTIVES

The Advanced Diploma in Bookkeeping with AAT will help you prepare for the AAT Advanced Certificate in Bookkeeping qualification, which is a recognized industry standard that will boost your CV.

PRE-REQUISITES

You don't need to hold any specific qualifications before beginning this diploma. You need only an aptitude for numbers and a willingness to succeed.

CAREER PATH

This diploma develops skills and knowledge to an advanced level for anyone wishing to pursue a career in bookkeeping, either to gain employment in a bookkeeping role or to work as a freelance bookkeeper.

Once you have achieved the AAT qualifications, you can apply for AAT bookkeeping membership which offers you the opportunity to demonstrate your bookkeeping skills and expertise to employers, colleagues, and clients. You'll gain professional recognition when you use the designatory letters AATQB after your name. And you can apply to become self-employed and offer bookkeeping services.

CORE COURSES

Bookkeeping Transactions & Controls - Part 1

In this course, you will learn the processes and procedures involved in manual bookkeeping. You will cover the double-entry system, the basics of VAT, checking invoices for accuracy, day books, general ledger, purchase and sales ledger, prompt payment discount, petty cash books, balancing ledger accounts and more.

Bookkeeping Transactions & Controls - Part 2

This course is ideal for those who wish to work as a Bookkeeper or Accounts Assistant. It's an intermediate bookkeeping course for those who wish to further develop their bookkeeping skills and want to learn the correct methods and techniques to be able to confidently manage the financial records for businesses.

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, and produce and extend the trial balance.

Final Accounts Preparation

Learn to distinguish between the financial recording and report requirements of different types of organization, explain the need for final accounts and the accounting and ethical principles underlying their preparation, manage accounts for sole traders and partnerships, and recognise the key differences between preparing accounts for a limited company and a sole trader.

Indirect Tax

In this course you will learn how to accurately complete VAT returns and submit them in a timely manner, understand the implications of errors for the business, document omissions and submit late filings and payment, and report VAT-related information within the organisation in accordance with regulatory and organisational requirements.



CPD POINTS: 315

CPD points awarded upon successful completion.

guideline learning time:

315 hours flexi study / 13 weeks full time
(full-time based on 20-30 hours / week)



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