

# Bookkeeping Diploma

Pitman Training's Bookkeeping Diploma is suitable for anyone keen to develop bookkeeping and spreadsheets skills for an accounting role.



## The Bookkeeping Diploma covers everything you will need to have a successful career in Finance and Accounting; Bookkeeping, Sage Accounts and Microsoft Excel.



If your aim is to work within the accounting team in larger firms, you'll be able to collate, check and analyse financial information efficiently on their behalf. If you choose to work in a smaller business, your diploma will give you the knowledge and confidence to run a busy accounts department.

You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the knowledge you need.

### Get a job as a trusted Accounts Professional

Every business regardless of sector needs trusted accounts professionals to ensure every financial transaction is managed and organised to the highest level. You'll need an unwavering eye for detail and the ability to work under pressure in order to meet important deadlines.

With the Bookkeeping Diploma you'll get all of the essential skills required to be a highly valued assistant to company accountants in larger firms - collecting, checking and analysing financial information on their behalf.

If you choose to work in a smaller business, your diploma will give you the knowledge and confidence to run a busy accounts department. You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the knowledge you need.

### The essential skills you need to get the job and succeed

With your Bookkeeping Diploma you'll have great transferable skills which you can take from one employer to another. In fact, you'll be able to enjoy a long and successful career where your skills are always highly sought after. Your diploma will cover everything you will need including Bookkeeping, Sage Accounts and Excel.

You'll have the option to choose two additional core subjects where you can tailor the training to your preferences. Topics available include courses such as Sage Payroll, Payroll Principles, Costing & Pricing to name just a few.

### What will you get in return?

A Pitman Training diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations in the world. Organisations throughout the UK recognise Pitman Training as a sign that you have been trained to the very highest level. So with your Bookkeeping Diploma, you'll have world class skills to get a job as a highly valued, well paid Finance Assistant or Accounts Technician.

### Aims and Objectives

The aim of this Bookkeeping training is to provide you with an understanding and practical experience required to manage a businesses financial records. Through self-paced, hands-on learning you'll gain confidence in your bookkeeping abilities that can immediately be put into practice in any workplace. In addition to the Pitman Training bookkeeping certification anyone who successfully gain this qualification will be eligible to commence further AAT studies if desired.

### Pre-Requisites

There are no pre-requisites required for this diploma.

### Career Path

Once you've gained essential bookkeeping skills you can look to further your career towards roles such as Accounts Clerk, Accounts Assistant, Accounts Manager and ultimately a fully qualified Accountant.



**CPD Points 140**

*(Awarded CPD points upon successful completion).*

## Core Courses

### Bookkeeping Transactions and Controls - Part 1

This course will help you 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 ledger and sales ledger, prompt payment discount, petty cash books, balancing ledger accounts and many other aspects of manual bookkeeping.

### Bookkeeping Transactions and Controls - Part 2

The course is perfect for those who would like to work as a Bookkeeper or Accounts Assistant. It's the ideal intermediate bookkeeping course for those wanting 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 or other organisations.

### Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

### or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

## Elective courses (choose two)

- Costing and Pricing
- Understanding Business Accounts
- Effective Business Communication
- Sage 50 Payroll
- Introduction to Business Structure and Law
- Numeric Data Entry
- Payroll Principles
- Word
- Word Expert
- Access
- Outlook

(Alternative subjects may be chosen if more suitable to your existing skills and career.)



To discuss your current skills and aspirations call now:

**020 7256 6668**

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

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### Guideline Learning Time

**140 hours flexi study or 6 weeks full-time**  
(Full-time based on approx 20-30 hours a week)