

# Certificate in Accounting with AAT

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This accounting programme combines Pitman Training's renowned practical approach to learning with industry leading knowledge from AAT, the professional body for accountancy.



**This is an essential Level 2\* qualification for anyone starting out on their financial career path looking for junior/entry-level positions, such as Bookkeeper, Accounts Assistant, and Purchase Ledger Clerk.**

## Programme Outline

This will also be a useful qualification to gain if you're a business owner wanting to confidently maintain and manage your business finances.

No matter your reasons for studying this qualification, you can be confident you'll gain a level of knowledge that can apply in any business setting.

There are a number of career and training progression options available from this qualification. If you have a goal of working as an Accountant or Management Accountant, for example, with this qualification you could opt to continue your studies and seek to gain a Diploma in Accounting qualification and then further consolidate your skills and take them to the top level with a Diploma in Professional Accounting.

Every business needs people with a strong grasp of figures, but these days to be in demand you also need to have the technical know-how to be able to input and report financial information using the latest software. Being able to provide senior management with accurate and timely reports and data analysis is crucial.

Whether you've already got basic skills or are venturing into the world of finance for the first time, this qualification could be the catalyst to truly launch your career in accounting.

This robust programme combines Pitman Training's renowned practical approach to learning with industry leading knowledge from AAT, the professional awarding body for accountancy.

*\* Level 2 is the equivalent of Level 4 in Ireland and Level 5 in Scotland.*

## Climb the Career Ladder

This is an excellent programme for those who wish to gain the skillset required to work in the financial industry. You'll study a range of courses, including manual and computerised bookkeeping and costing.

Not only will you gain the essential knowledge and understanding of basic accounting procedures, on successful completion you will be able to present your accounting qualification to potential employers and be confident in the knowledge that you've put yourself in the best possible position to climb the accounting career ladder.

This certificate programme holds valuable skills for any accounting professional. Whether working within a large or small organisation, as a consultant, or self-employed accountant, the skills learnt here are valuable to all. Small business owners who look after their own finances will also find this course beneficial.

For the duration of your studies, you'll gain access to MyAAT, the online AAT study support site, with resources, study guides, practice assessments, etc.

Once you've successfully completed your training, you'll gain a Pitman Training certificate and be well placed to gain the AAT Certificate in Accounting qualification.

## Aims and Objectives

Packed full of practical training, the Certificate in Accounting with AAT is your blueprint for building a successful career in finance.

If you are looking to gain an initial AAT qualification, this is an excellent starting point. Once you've completed your course, you will be well positioned to go on and undertake the relevant AAT examinations to gain a Level 2 Certificate in Accounting qualification.

## Pre-Requisites

There are no formal pre-requisites required.

## Career Path

This programme is ideal if you're looking for a career in accounts and finance, working as an Accounts Assistant, or Bookkeeper. From here, you could progress to undertake the AAT Level 3 qualification which could lead to a career as an Accountant, Management Accountant, or Finance Manager.



**CPD Points 230**

*(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 ideal for those who would like to work as a Bookkeeper or Accounts Assistant. This intermediate bookkeeping course is suited to 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 of businesses and other organisations.

### Sage 50 Accounts

Convert your manual bookkeeping skills to computerised accounts using this most popular software. It is to provide you with the tools to evaluate internal controls and to recommend improvements.

### Principles of Costing

This course provides an introduction to the principles of basic costing and builds a solid foundation in the knowledge and skills required for more complex costing and management accounting. You will learn the importance of the costing system as a source of information that allows management to plan, make decisions, and control costs.

You will come to understand the key differences between costing and financial accounting from a business perspective.

### The Business Environment

This course will provide knowledge and understanding of key business concepts and their practical application in the external and internal environment in which you will work.

You will gain an understanding of the legal system and principles of contract law and also about wider issues impacting businesses, including the global economic environment in which it operates, how governments impact upon it, and the competitive nature of the global economy.

To discuss your current skills and aspirations call:

**0333 200 1310**

or visit:

[pitman-training.com](http://pitman-training.com)



### Guideline Learning Time

**230 hours flexi study or 9 weeks full-time**

*(Full-time based on approx 20-30 hours a week)*

# Transforming Careers, Changing Lives.

Pitman Training diplomas are widely recognised by employers and a signal to recruiters that you have been trained to the highest level.

With your Pitman Training diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- **Flexible training you can fit around work and family commitments**
- **Support whenever you need it from our friendly Learning Coaches**
- **The widely respected Pitman Training name on your CV**
- **The skills in demand by employers**
- **Confidence that you're one step closer to your dream job, promotion or new career**



Call now on:

**0333 200 1310**

email: [info@pitman-training.com](mailto:info@pitman-training.com)

or visit: [pitman-training.com](http://pitman-training.com)

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Building careers  
for 180 years

