

Diploma in Accounting with AAT

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Diploma Outline

Enhancing your AAT qualifications to hold the Diploma in Accounting (Level 3*) will demonstrate to potential employers that you take your career path and progression aims seriously. Holding a qualification like this can lead to a rewarding career as an Accountant, Bookkeeper, Finance Administrator, or Treasurer; or it can help you confidently handle the finances of your own business.

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 and Business Tax Specialist.

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

Throughout your studies, you'll have access to MyAAT. This is a vast online resource where 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 greatly as part of your preparation to undertake the AAT qualification examinations.

** Level 3 is the equivalent of Level 5 in Ireland and Level 6 in Scotland.*

Aims and Objectives

Through five core subject areas, such as Business Awareness, Financial Accounting, and Tax Processes for Businesses, 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 the financial records of your own business.

Pre-Requisites

If you already hold the Certificate in Accounting, this is the next natural step in your training.

Career Path

Study of this diploma enables you to apply for more specialist roles such as Bookkeeper, Credit Controller,

and Finance Officer. There are many career progression options available and depending on your aspirations, you could work towards a career as a Chartered Accountant, Finance Manager, or Financial Controller.



CPD Points 422

(Awarded CPD points upon successful completion)

Core Courses

Business Awareness

This course provides you with an understanding of the business, its environment, and the influence that this has on an organisation's structure, the role of its accounting function, and its performance.

You will examine the purposes and types of businesses that exist and the rights and responsibilities of key stakeholders.

accounting methodology and techniques, how costs are handled in organisations, and why organisations treat costs in different ways.

Tax Processes for Businesses

This course explores tax processes that influence the daily operations of businesses. It is designed to develop your skills in understanding, preparing, and submitting Value Added Tax (VAT) returns to HM Revenue and Customs (HMRC). The course provides you with the knowledge and skills that are needed to keep businesses, employers, and clients compliant with the laws and practices that apply to VAT and payroll.

Microsoft Excel Expert

In this course, you will learn advanced-level features of Microsoft Excel, such as macros, PivotTables, PivotCharts, and data analysis tools to help you make data-driven decisions.

The AAT recommends a total study time of 620 hours

To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 12 months.



Financial Accounting: Preparing Financial Statements

This course provides you with the skills required to produce statements of profit or loss and statements of financial position for sole traders and partnerships using a trial balance. In employment, you may be required to prepare a portion of, or all of, the final accounts; and this course will give you the theoretical knowledge needed to complete that task. It will also allow you to understand how final accounts have been produced, either manually or automatically through the use of accounting software.

Management Accounting Techniques

This course provides you with the knowledge and skills needed to understand the role of management accounting in an organisation and how organisations use such information to aid decision making. You will learn the principles that underpin management

To discuss your current skills and aspirations call:

0333 200 1310

or visit:

pitman-training.com



Guideline Learning Time

422 hours flexi study or 17 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

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