

Accounting Level 3 Diploma AAT

About the Course

This 35-week qualification covers a range of essential and higher-level accounting techniques and disciplines. Students will learn and develop skills needed for a range of financial processes, including maintaining cost accounting records, advanced bookkeeping and the preparation of financial reports and returns.

Course Learning Outcomes

To achieve this award, you would be completing 4 Modules:

- Learners will understand the accounting principles underlying final accounts preparation.
- Learners will understand the principles of advanced double entry bookkeeping and implement procedures for the acquisition and disposal of non-current assets.
- Learners will prepare and record depreciation calculations and record period end adjustments.
- In addition to this, learners will produce and extend trial balances, produce financial statements using profitably ratios and prepare accounting records from incomplete information.

You will need to register with AAT. Your tutor will give you more information as part of your induction.

Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

What is needed for the course?

- Initial Assessment is required before you can take this course.
- You will need a calculator, notebook, and pen.
- You will need internet access and an electronic device.
- You are required to take 4 exams.

There are no specific recommended prior learning requirements for this qualification, but it would be beneficial to have a level 2 in bookkeeping or accounting.

If you need any additional support, please call us: 02085836000.

Progression Pathway

AAT Level 3 Diploma in Accounting
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The job opportunities that this course could lead to are:

- Accounts assistant
- Credit controller
- Finance assistant
- Payroll administrator or supervisor
- Tax assistant
- Audit trainee
- Practice bookkeeper
- Accounts payable and expenses supervisor.

We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk

