



<b>Qualification:</b>	Professional Diploma in Accountancy – Level 4
<b>Duration:</b>	12 Months
<b>Date/s:</b>	September - July
<b>Location:</b>	Pembrokeshire College/In the Workplace
<b>Cost:</b>	No Cost

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### PURPOSE OF THE FRAMEWORK:

The AAT Professional Diploma in Accounting offers technical training in accounting and is ideal for anyone wishing to pursue or progress their career in accountancy and or finance.

The purpose of the AAT Professional Diploma in Accounting is to enhance the skills developed from the AAT Advanced Diploma in Accounting, enabling students to maximise opportunities in their current or new employment. By studying for this qualification, students will acquire professional accountancy and finance skills that will be useful throughout their careers, including:

- drafting financial statements for limited companies
- knowledge and skills in complex management accounting techniques
- the ability to analyse accounting systems and their associated controls
- knowledge and skills in specialist accountancy and finance subjects

The AAT Professional Diploma in Accounting qualification will suit those who:

- have completed the AAT Advanced Diploma in Accounting and who would like to continue to build their accounting skills
- are already working in finance and would like a formal recognition of their skills
- would like to go on to become an AAT full member and/or study for chartered accountant status
- would like to start their own business through the AAT-licensed member in practice (MIP) scheme

### COURSE CONTENT:

- Diploma in Accounting Level 4
- Level 2 Essential Skills Communication
- Level 2 Essential Skills Application of Number
- Employer Rights and Responsibilities



The AAT Professional Diploma in Accounting covers high-level accounting and finance topics and tasks. Students will look at and become comfortable with a wide range of financial management skills and applications, and gain competencies in: drafting financial statements for limited companies; recommending accounting systems strategy; and constructing and presenting complex management accounting reports. Students will also learn about specialist areas such as tax, auditing, credit management, and cash and treasury management.

This qualification comprises four mandatory units and two specialist units selected from a choice of five options (420 guided learning hours in total).

The mandatory units are:

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Accounting Systems and Controls

The optional units are:

- Business Tax
- Personal Tax
- External Auditing
- Cash and Treasury Management
- Credit Management

### ENTRY REQUIREMENTS:

AAT does not set any prerequisites for the study of the AAT Advanced Diploma in Accounting. However, for the best chance of success, we recommend that students begin their studies with a good standard of English and maths. If students do have any other relevant school or college qualifications, a degree or some accounting experience, these may in certain circumstances entitle students to claim exemptions.

It is recommended that Level 4 Apprentices will have achieved the Level 3 Diploma in Accounting

### COURSE ASSESSMENT / EXAMINATION:

Will be based on examinations.



**PROGRESSION:**

Once qualified, students automatically become AAT affiliate members and, with relevant work experience, will qualify for full AAT membership, which will allow them to use the designatory letters MAAT after their name.

However, the primary and most important outcome of the AAT Professional Diploma in Accounting is that it can lead to a wide variety of well-paid accountancy and finance jobs, some of which include:

- professional accounting technician
- assistant auditor
- assistant management accountant
- commercial analyst
- payroll manager
- senior bookkeeper
- senior financial officer
- accounts payable and expenses supervisor
- assistant financial accountant
- cost accountant
- fixed asset accountant
- indirect tax manager
- payments and billing manager
- senior fund accountant
- senior insolvency administrator
- tax supervisor
- VAT accountant

