

AAT's accounting and  
bookkeeping qualifications

Your route into a  
***career in finance***

**Why AAT?**

AAT is the world's leading professional body for accounting technicians. Offering practical accounting skills demanded by employers.

**Skills that matter *for today* and *the future*.**

The skills you can learn with an AAT qualification make you real world ready.

We work with employers and industry experts to ensure the skills and techniques you learn are what's needed in business now and in years to come.

Whether you want to specialise in accountancy or gain a base understanding to succeed in other areas of business an AAT qualification can offer you these opportunities and enhance your career prospects.

After completing the final levels of our bookkeeping and accounting qualifications you can apply for professional member status, using the letters AATQB or MAAT after your name. These demonstrate your expertise and commitment to the profession. And what's more, our qualifications offer generous exemptions into chartered and certified accountancy bodies giving you the opportunity to continue your career progression one step further.

|| Studying the AAT qualifications built my confidence, gave me the skills employers wanted and helped me secure interviews and a job. It's helping me build a career.

||

Lai, student with AAT until 2022

**Where can accountancy take me?**

AAT qualifications open doors to many different career routes. Some may surprise you.

Work in banking  
or insurance

Work for a top fashion label  
or sports brand

Be your own boss and run your  
own accountancy practice

Become a  
forensic accountant

Be a charity accountant

Work for a  
FTSE 100 company

# AAT's *accounting* qualifications

Offered at three levels, means you'll learn skills that will prepare you for the workplace, from basic accounts administration through to preparing final accounts and complex management accounting tasks.

## Level 2 Certificate in Accounting

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls
- Principles of Costing
- The Business Environment

## Level 3 Diploma in Accounting

- Business Awareness
- Financial Accounting: Preparing Financial Statements
- Managing Accounting Techniques
- Tax Processes for Businesses

## Level 4 Diploma in Professional Accounting

- Applied Management Accounting
- Drafting and Interpreting Financial Statements
- Internal Accounting Systems and Controls
- Business Tax\*
- Personal Tax\*
- Audit and Assurance\*
- Cash and Financial Management\*
- Credit and Debt Management\*

\*You need to complete two of the five optional units

# AAT's *bookkeeping* qualifications

Bookkeeping is at the heart of every business and the first step in the accounting process.

Our qualifications provide the principles and skills that underpin modern bookkeeping, allowing you to develop the skills needed to be a professional bookkeeper. They are also the perfect stepping stone to progress onto becoming a professional accountant.

## AAT Level 2 Certificate in Bookkeeping

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls

## AAT Level 3 Certificate in Bookkeeping

- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses

# AAT *in numbers*



Nearly  
**124,000**  
members and students



Over  
**580**  
training providers  
around the world



Members in  
**105**  
countries



**70,000**  
students studying  
our qualifications



**190,000**  
Facebook followers

# Get in touch

Choosing to study an AAT qualification is a big decision. That's why we're here to help you every step of the way.

To find out more about AAT's latest qualifications email [international@aat.org.uk](mailto:international@aat.org.uk) or speak with your local training provider.

Local training provider contact details



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