

# YOUR FUTURE



STARTS  
HERE

AAT accounting and finance qualifications

aat<sup>®</sup>

Whether you're new to accounting, already working in a finance role, or looking to set up your own accountancy or bookkeeping practice, we'll help you build the career you want.

With our internationally recognised qualifications, you'll gain practical, real-world skills for use at all levels of business.

Your future starts here. Take the next step and look inside.

**+44 (0)20 3735 2400**

[aat.org.uk/start](http://aat.org.uk/start)





# Contents

---

Getting started	3
Skills that matter	4
AAT in numbers	5
Employers value AAT qualifications	6
I want to be an accountant	8
I want to be a bookkeeper	12
Where can accountancy take me?	14
I want introductory business skills	16
How do I choose my training provider?	18
I want to earn while I learn	20
Why AAT?	22
What happens after I qualify?	23

# GETTING STARTED

Here's what you need to do

## Read this guide

Find out more about AAT, our qualifications, study options and where we can take you in your career.

## Choose the right qualification for you

If you're not sure which AAT qualification to study speak to an advisor on **+44 (0)20 3735 2400** or use the interactive qualifications navigator at [aat.org.uk/start](http://aat.org.uk/start)

## Enrol with a training provider

Sign up with a training provider offering study options to suit you. To find out more about what to consider when choosing a training provider, go to page 18.

## Register with AAT

Once you've enrolled with a training provider you'll need to get registered with AAT.

Not only will this enable you to sit your assessments, but you'll get access to our wide range of study support to help you through your qualifications.

Find out more and register online at [aat.org.uk/start](http://aat.org.uk/start)

## Qualify

Add a recognised professional qualification to your CV and enhance your future career prospects.

# Skills that matter

Increase your knowledge and enhance your employability

From multinational organisations through to local high street companies, accounting and finance skills are at the heart of every business.

---

**The skills you can learn with an AAT qualification are highly transferable and called upon every day. These skills encompass everything from recording financial transactions through to in-depth examinations of expenditure and income.**

Whether you want to specialise in accountancy or gain a base understanding to succeed in other areas of business, by boasting these in-demand skills you'll open doors to a wide range of exciting careers.

And with AAT, you're in the right hands. Whatever your motivations to study, our qualifications will equip you with the expertise and confidence to succeed.

---

**"I saw far more benefits in gaining real-world experience to kick start my journey into the working world. My decision to study AAT has been one of the best I've ever made."**

Sophie Hastings MAAT AATQB

# AAT in numbers

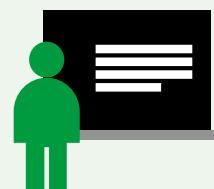
See why we lead the way in  
accounting and finance qualifications



**140,000+**  
members and growing



Members in  
**100 countries**



**500**  
training providers



Award winning  
study support



**80,000**  
students studying  
our qualifications



**100,000+**  
Facebook followers

# Employers value AAT qualifications

The quality choice around the world  
for over 35 years

Whether you're looking for your first role, changing your career or working towards a promotion, an AAT qualification on your CV shows employers you have the level of excellence and work-readiness they need.

## Why employers love AAT qualifications on your CV

### Expertise they can trust

If you described AAT as a brand, then it's a brand that employers trust. We've got a successful history of delivering high quality accounting and finance qualifications that makes us stand out from others.

### Tailor made qualifications built for the modern workplace

We work with employers when developing and writing all our qualifications, drawing on their real-world experience and the qualities they look for in employees. This guarantees you've got the skills they want.

### A mark of competence and professional excellence

To progress through our qualifications you have to display practical competence. An AAT qualification on your CV shows employers that you understand the theory, and can apply it at work.

## Who trains their staff with AAT?





**"The TUI group actively encourages learning and development among staff. AAT qualifications provide the flexibility to allow staff to study and bring their untapped talent to the surface, while keeping informed about the opportunities and roles available across the TUI group. There's a really big benefit for us in encouraging staff to study."**

**Sharon Bessell**

Global Process Owner – Order to Cash  
TUI Business Services

# I want to be an accountant

See what you can achieve with  
AAT Accounting Qualifications

AAT's highly established, industry recognised accounting and finance qualifications consist of three levels – foundation, advanced and professional.

Through each qualification you'll learn practical skills to prepare you for the workplace, from basic finance administration skills through to preparing final accounts and complex management accounting tasks.

---

## Foundation Certificate in Accounting

The foundation qualification covers basic accounting principles and techniques, from costing and double-entry bookkeeping to using accounting software.

### The foundation certificate will suit you if:

- you work in accounts and would like a formal qualification
- you would like to gain new skills to help develop or change your career
- you're a school leaver looking for an introduction into accounting and finance.

### Topics covered include:

1. Processing payments and receipts
2. Preparing invoices
3. Completing bank reconciliations
4. Using accounting software
5. Effective business communication skills.

---

## What kind of job could I get with this qualification?

- Accounts Administrator
- Accounts Assistant
- Payroll Administrator
- Trainee Accounts Technician.

---

## What could I expect to earn?

- £10,000–£24,000\*

\*AAT 2017 Salary Survey, based on full-time employment.

---

## Advanced Diploma in Accounting

The advanced qualification introduces more detailed financial tasks, including maintaining cost accounting records and the preparation of reports and returns. You'll also master a range of accounting disciplines from ethical practices for accountants to advanced bookkeeping.

### The advanced diploma will suit you if:

- you've completed the foundation certificate and want to build on your skills
- you're already working in finance and you'd like formal recognition of your skills
- you'd like to go onto AAT professional membership as an AAT full member (MAAT) or an AAT bookkeeping member (AATQB).

### Topics covered include:

1. Making provisions for doubtful and irrecoverable debts
2. Reconciling ledgers with the cash book
3. The importance of professional ethics in the working environment
4. Analysing variances
5. Using spreadsheets to manage and record information in the accounting environment.

---

### What kind of job could I get with this qualification?

- Finance Assistant
- Payroll Supervisor
- Audit Trainee
- Tax Assistant.

---

### What could I expect to earn?

- £12,000–£25,000\*

\*AAT 2017 Salary Survey, based on full-time employment.

---

## Professional Diploma in Accounting

The professional diploma enhances your skills further, covering complex accounting techniques and team leader skills. On completion you'll have mastered the art of drafting financial statements, managing budgets and evaluating financial performance, while also having the opportunity to specialise in areas such as tax, auditing and credit control.

### The professional diploma will suit you if:

- you've completed the advanced accounting qualification and would like to develop your skills to a professional level
- you're already working in finance and would like to gain formal recognition to enable career advancement
- you'd like to go on to be an AAT full member (MAAT) or study for chartered status.

### Topics covered include:

1. Drafting and interpreting limited company accounts
2. Preparing forecasts of income and expenditure
3. Preparing draft budgets and revising them as required by the business
4. Measuring performance and preparing performance reports
5. Reviewing the finance function to identify risks and make recommendations for improvements.

### What kind of job could I get with this qualification?

- Assistant Financial Accountant
- Payroll Manager
- Senior Finance Officer
- Payments and Billing Manager.

### What could I expect to earn?

- £14,500–£28,000\*

### How will I be assessed?

All AAT assessments are practical computer based assessments, available to sit periodically throughout the year. Assessments may be:

- computer marked – you'll get your results within 24 hours
- partially computer marked and partially human marked – you'll get your results within six weeks
- human marked – you'll get your results within six weeks.

\*AAT 2017 Salary Survey, based on full-time employment.



**“When I finished my professional accounting qualification, I progressed onto AAT professional membership. Having the letters MAAT after my name helped boost my professional reputation and credibility. It also meant that I was given additional responsibilities at work as my employer recognised my achievement.”**

**Dipesh Joshi MAAT**  
KPMG

# I want to be a bookkeeper

See why AAT bookkeeping qualifications are perfect for you

Bookkeeping is a key function at the heart of every business, and the first step in the accounting process. Our qualifications will provide you with the principles that underpin modern bookkeeping, allowing you to develop the skills needed for a career as a professional bookkeeper.

## **Access Award in Bookkeeping**

Learn how to establish key single-entry manual bookkeeping skills, and gain an understanding about the role of a bookkeeper.

## **Access Award in Accounting Software**

Learn how to create accounts, process accounting information and produce reports, while understanding the benefits and risks of using accounting software.

## **How will I be assessed?**

All AAT assessments are practical computer based assessments, available to sit periodically throughout the year.

All bookkeeping and accounting software qualifications are wholly computer marked, meaning you'll get your results within 24 hours.

## **Foundation Certificate in Bookkeeping**

This certificate is the ideal starting point if you have limited knowledge and experience. It enables you to learn bookkeeping processes, how to execute the principles of double-entry bookkeeping and understand journals, control accounts and trial balances.

## **Foundation Award in Accounting Software**

This qualification covers the essential skills needed for carrying out bookkeeping transactions using specialised software. Covering key functions from setting up accounting software to producing reports. Studied individually or in conjunction with the foundation certificate, this offers a solid foundation knowledge in bookkeeping.

\*AAT 2017 Salary Survey, based on full-time employment.

---

## Advanced Certificate in Bookkeeping

The advanced certificate builds on the foundation qualifications, covering preparation of financial statements for small to medium businesses. This qualification also introduces the need to understand and apply VAT legislation requirements and how to report on VAT.

On completion of the Advanced Certificate in Bookkeeping you'll be eligible for our associate bookkeeping membership, achieving professional bookkeeper status (AATQB).

---

## AAT bookkeeping and accounting software qualifications will suit you if:

- you'd like a solid introduction into bookkeeping – or just a refresher
- you're already working in finance and want industry recognised qualifications
- you want to learn how to apply bookkeeping principles through accounting software.

---

## What kind of job could I get with this qualification?

- Cashier/Clerical Assistant
- Bookkeeper
- Professional Bookkeeper
- Senior Bookkeeper.

---

## What could I expect to earn?

- £16,000–£26,000\*

# WHERE CAN ACCOUNTANCY TAKE ME?

AAT Accounting Qualifications open doors to many different career routes. Some of these may surprise you.

## FASHION ACCOUNTANT



Behind every fashion brand you need someone with financial know-how. Every decision, from the price of clothes to what the store looks like has a financial consequence. That's where the accountant comes in.

## PARLIAMENT

If you harbour political passions, you could get a job in a government department. Who knows, you could make your way to cabinet one day – Justine Greening, Conservative MP, is a former accountant.



## GLOBAL CHARITY FINANCE



Put your global financial knowledge to a philanthropic use. What could be more rewarding than helping a great global cause to make every penny go further?

## PREMIER LEAGUE ACCOUNTING



Transfer deadline day takes on a whole new dimension when you're the one behind the scenes calculating the financials on incoming and outgoing signings. Just make sure the paperwork's submitted in time.

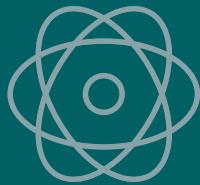
# FILM INDUSTRY FINANCE

Not many people stay to watch film credits roll, but if you do, you'll see behind every great flick there's an accountant watching over the finances. Just as important as the A list cast (well, in our opinion anyway!).



## EDUCATION & RESEARCH

Teach and inspire a whole new generation of accounting professionals, or become a researcher and contribute to vital studies on accounting practices and trends.



## FORENSIC ACCOUNTING

Like the sound of detective work but in a financial context? Forensic accounting involves investigating the financial transactions of your clients and getting to the bottom of where their money is going.



## FINTECH ACCOUNTING CONSULTING



In the world of financial technology (fintech), quality accountants are highly sought after. You could be part of an entrepreneurial in-house team, join a fintech consulting company or work as an independent consultant.

## AWARDS BALLOTER



Imagine you're the first person to know who has won at the Oscars? Many major award ceremonies select accounting staff in order to accurately and compliantly tally the votes on nominations.

# I want introductory business skills

See why our Access Award in Business Skills is perfect for you

The AAT Access Award in Business Skills is the perfect qualification for students looking to take those first steps into the world of work. The qualification will provide you with the fundamental, practical business skills needed to successfully start your career.

## Access Award in Business Skills

This qualification covers the essential skills needed to help you seek work and be successful once in the workplace. You'll cover three main topic areas: preparing for work, using numbers in business and sales and purchases in business.

You'll learn basic maths based skills, from developing skills to enable you to work with common decimals and performing simple business calculations, through to understanding the principles of sales and purchases and how they support businesses.

## The Access Business Skills qualification will suit you if:

- you're a school leaver and looking to learn basic business skills
- you enjoy maths and want to see if it's a possible career for you
- English is your second language and you need to learn basic business language
- you've not worked in an office environment and want to gain skills in professional office behaviour.

## What kind of job could I get with this qualification?

- Administrative assistant
- Receptionist
- Data entry clerk
- Accounts administrator.



**"AAT's Access Award in Business Skills was perfect for my needs. Covering topics such as basic accounting procedures and using numbers in business, as well as providing guidance on the requirements of working in a professional environment meant that I gained the skills and confidence I needed to take those next steps in developing a career."**

**Dan Sampson** AAT student  
Newlyn Pier & Harbour Commissions

# HOW DO I CHOOSE MY TRAINING PROVIDER?

**Study options:** What type of courses do they offer – part-time, full-time, or distance learning?

**Timetables:** When can I start? What are the class times? How long will the course last?

**Costs:** How much are their tuition fees? What does this include?

**Funding:** Do I qualify for funding? If not, what other financial support is available?

**Career support:** Can they help me find a work placement?

We strongly recommend comparing the different training providers near you as their packages can vary.

To choose an AAT training provider with the right package and teaching style that suits you, go to [aat.org.uk/start](http://aat.org.uk/start)



**"I had run theatres around the UK for decades, but was about to become a father for the first time, in my mid-forties, so now had a reason to stay in one place.**

**Looking at my skills set and the bits of my job that I really enjoyed I realised that a career in bookkeeping would be a good choice. So I thought right, I'm going to get trained in this, and that was my first step into AAT.**

**I've since completed my bookkeeping studies and after gaining my AAT accreditation as a Licensed bookkeeper, I set up my own firm."**

**Stephen Levine AATQB  
Elbess Bookkeeping**

# I want to earn while I learn

See why an AAT Accounting Apprenticeship is the answer

An AAT Accounting Apprenticeship is your tried and tested route to an exciting professional career in finance and accounting. You'll get the opportunity to learn a business from the bottom up, earning while you learn, and gaining the fundamental skills your employer needs while you work towards the AAT Accounting Qualifications.

## How do AAT Accounting Apprenticeships actually work?

The AAT Accounting Apprenticeships are based on our accounting qualifications described earlier in this guide.

If you're completing the new Assistant Accountant apprenticeship (level 3), you'll have the opportunity to study our Advanced Diploma in Accounting.

The new Professional Accounting Technician apprenticeship (level 4), gives you the chance to study our Professional Diploma in Accounting, where you'll learn the more specialised skills needed for a career in accounting.

By completing your accounting apprenticeship with AAT, you'll be sure to gain all the knowledge and skills required by employers, while having the opportunity to achieve an internationally recognised qualification at the same time.

Take a look back at pages 8 to 11 to find out more about what you'll learn on the qualifications within your apprenticeship.

## What are the benefits to me?

- A great alternative to university – with university fees still on the up, an apprenticeship provides you with a debt-free, direct route into employment.
- Start earning from day one – not only this but you'll also get the same benefits as an employee, including holiday allowance.
- Develop on-the-job skills combining work experience with study. An apprenticeship means you'll qualify with a well-rounded set of skills and experience that will make you a highly sought-after employee.
- Achieve reputable accounting qualifications – having the opportunity to study an AAT qualification alongside your apprenticeship means you'll gain an internationally recognised qualification, whilst demonstrating to employers you have the practical skills they need.

\*Registration for the Intermediate apprenticeship – level 2 will close to new students in March 2018.



---

**“After finishing college I worked briefly in an accounts office. I enjoyed it so much that I chose to pursue a career in accounting. I wanted to earn while I learnt so I applied to do an AAT Accounting Apprenticeship. The combination of study and work experience was great, helping me understand what I do at work and why I do it. In a couple of years I’ve gone from not really knowing anything about accounting to completing the foundation and advanced qualifications, while making a positive impact in my job.”**

**Sean Cobley MAAT**  
Accounts Assistant  
Subscan Technology

# W H Y A A T ?

1

An established and respected name  
in the UK and globally since 1980.

2

Practical, real-world skills  
that every business needs.

3

Qualifications that are  
open to everyone.

4

Flexible and cost-effective training  
options that work for you.

5

Membership that demonstrates  
your professional excellence.

# What happens after I qualify?

Find out where your qualification can take you

With an AAT qualification on your CV, you'll open doors to a wide range of career opportunities.

---

## Professional status – show your credentials with MAAT or AATQB

After completing the final level of our accounting or bookkeeping qualifications, you can move upwards to either MAAT or AATQB status – using these designatory letters after your name. This level of professionalism demonstrates your commitment to the profession and your personal learning.

The skills you'll learn are the practical, real-world skills every business needs – from a globally recognised awarding body, helping you stand out from the crowd.

---

## Become your own boss

Determine your own future as an AAT licensed member after completing the Professional Diploma in Accounting or the Advanced Certificate in Bookkeeping. Enjoy the freedom of deciding your own services, clients and hours – plus the possibility of working from home, or closer to your family.

---

## Keep your skills fresh

In the fast-changing world of accounting and finance you need to keep your skills fresh. From online support to discounted courses and events, professional membership provides you with a comprehensive and cost-effective means to do this.

---

## A pathway onto chartered status

If you achieve all three of our accounting qualifications every UK chartered accountancy body will grant you an exemption from the first level of its professional qualification.





# Get in touch

Choosing to study an AAT qualification is a big decision. That's why we're on hand to help you make those all-important decisions.

From choosing a training provider or study method through to careers advice and funding, there are a variety of ways you can get in touch with us and find the information you need.

---

 Call our advisors on  
**+44 (0)20 3735 2400**

**Monday to Thursday**  
09.00–20.00 (UK time)

**Friday**  
09.00–17.00 (UK time)

---

 Chat to us online  
**[aat.org.uk/find-a-course](http://aat.org.uk/find-a-course)**

---

 Tweet us at **@StudyAAT**

---

 Or you can find all the information you need at **[aat.org.uk/start](http://aat.org.uk/start)**

**Association of Accounting Technicians**

140 Aldersgate Street  
London EC1A 4HY

**[aat@aat.org.uk](mailto:aat@aat.org.uk)**  
**[aat.org.uk](http://aat.org.uk)**

Registered charity no. 1050724