

ADVANCED

CERTIFICATE IN

BOOKKEEPING

LEVEL 3

aat

The AAT Advanced Certificate in Bookkeeping

Who should choose to study this qualification?

The AAT Advanced Certificate in Bookkeeping develops existing skills and knowledge to an advanced level for anyone wishing to pursue a career in bookkeeping.

The AAT Advanced Certificate in Bookkeeping offers progression for those who already have bookkeeping knowledge at Foundation level, either to gain employment in a bookkeeping role or to further study. This qualification is suitable for those who have completed the AAT Foundation Certificate in Bookkeeping and may help students already working in a bookkeeping role to progress by offering them formal recognition of their skills. The AAT Advanced Certificate in Bookkeeping is open to those who are working and those who are not currently in employment.

AAT does not set any prerequisites for the study of the AAT Advanced Certificate in Bookkeeping. 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.

Why choose this qualification?

At Advanced level, AAT offers both the AAT Advanced Certificate in Bookkeeping and the AAT Advanced Diploma in Accounting.

Students may wish to choose the AAT Advanced Certificate in Bookkeeping to focus solely on developing their bookkeeping skills in order to progress quickly to employment or to focus on becoming a bookkeeper. Students may also wish to start with the AAT Advanced Certificate in Bookkeeping before progressing to complete the AAT Advanced Diploma in Accounting in order to gain a wider knowledge of accountancy.

This qualification will usually take around six months to complete, but this will depend on the study method and course timetable.

What does the qualification cover?

The purpose of the AAT Advanced Certificate in Bookkeeping is to ensure that students have the advanced bookkeeping skills necessary to work in a bookkeeping role or to progress to higher level accountancy. Students will gain the knowledge and skills needed to carry out advanced bookkeeping transactions and tasks in three mandatory units (210 guided learning hours).

The qualification is composed of three mandatory units, assessed in three end-of-unit assessments:

- Advanced Bookkeeping
- Final Accounts Preparation
- Indirect Tax.

A student completing this qualification will understand advanced bookkeeping principles and concepts, preparation of financial statements for sole traders and partnerships, and issues around indirect tax (VAT in the UK) in business. All of this will be learned in the context of the ethical issues that a bookkeeper may encounter in their professional life.

It is good practice for students to work with employers while studying. This could include work experience or placements, working on projects or exercises set or supervised by those working in the industry, or by attending masterclasses or guest lectures by people working in accounting.

Employers also contribute to the development of AAT qualifications. A student who passes an AAT assessment is passing a test of real workplace skills, set in a real workplace context and reviewed by practitioners and industry experts.

What will this qualification lead to?

The bookkeeping skills developed by studying this qualification will enable a student to seek employment with confidence and/or to progress to the next level of learning.

The skills developed in the AAT Advanced Certificate in Bookkeeping can lead to employment as:

- a professional bookkeeper
- a senior bookkeeper
- an accounts manager
- a ledger manager.

The AAT Advanced Certificate in Bookkeeping is not part of an apprenticeship.

How can this qualification lead to other AAT qualifications?

Students completing the AAT Advanced Certificate in Bookkeeping may wish to go on and complete the full AAT Advanced Diploma in Accounting. If students wish to continue studying and choose to complete one of the full AAT Accounting Qualifications, their Short Qualification achievement/s may be transferred to the larger qualifications.

Who supports this qualification?

AAT qualifications are recognised and valued by employers as vocational and technical qualifications that effectively prepare students for the world of work and for working specifically in accountancy and finance roles. Completing an AAT qualification also demonstrates to an employer that a student not only has technical and professional skills, but that they are also committed to developing their skills and knowledge.

Throughout the qualification development process, AAT works with employers in the accountancy and finance sector to consult on the content, structure and assessment of our qualifications in order to ensure that the skills developed while studying an AAT qualification are those that are valued by at university and by employers.



Instead of running up massive debt, I'm working for myself in a bookkeeping business that I set up at the age of 18. I now employ two full-time and one part-time staff members.

David Hassall,
Bookkeeper
DH Business Support