

# ADVANCED

DIPLOMA IN

# ACCOUNTING

LEVEL 3

aat

# The AAT Advanced Diploma in Accounting

## Who should choose to study this qualification?

The AAT Advanced Diploma in Accounting offers technical training in accounting and is ideal for anyone wishing to pursue a career in accountancy and finance.

The purpose of the AAT Advanced Diploma in Accounting is to provide students with the specialist knowledge and skills required for progressing either to employment in an accounting or finance role, or to enable progression to further study in accountancy and finance.

This qualification is a progression route for students who have achieved either the AAT Foundation Certificate in Accounting or the AAT Foundation Diploma in Accounting and Business. It is also suitable for those who are at a more intermediate level and looking to develop their skills in accounting, or for those who have already started working in finance and who have a need and desire to attain formal recognition of their skills.

The AAT Advanced Diploma in Accounting is suitable for 16–19-year-old students in full-time education who are interested in pursuing a career in this occupational area. It is also suited to adult students, career changers and those seeking to further develop their knowledge and skills in this occupational area.

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.

## Why choose this qualification?

The AAT Advanced Diploma in Accounting is a potential stepping stone for students to take into employment, further education or training. It may be suited to students studying part time alongside employment or to those already working in finance. This qualification will also suit those looking to gain the skills required to move into a career in finance as it provides a clear pathway towards a successful career in accounting and finance. On completion, students can progress to take the AAT Professional Diploma in Accounting.

This qualification offers a flexible way to study. Students can study full time, part time, from home or online. It will usually take around one year to complete this qualification, but this will depend on the study method and course timetable. It may be possible to complete this qualification in as little as six months.

AAT qualifications benefit from being globally recognised and they are valued by leading employers. They offer students flexible study options, with over 450 AAT-approved training providers around the UK.

## What does the qualification cover?

The AAT Advanced Diploma in Accounting covers a range of complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns. It comprises six mandatory units (390 guided learning hours):

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting.

The purpose of this qualification is to ensure that students are well prepared to progress into a career in business, finance or professional accountancy, or into further education. Students will learn and master financial processes including accounting principles and concepts, advanced bookkeeping and final accounts. They will also understand business issues regarding value added tax (VAT), which may be known by another name in other countries) issues in business, management accounting costing techniques and ethical practices for accountants. This qualification further delivers software skills through spreadsheet training for accounting.

All of the units within this qualification are mandatory. Four units are assessed individually in end-of-unit assessments. This qualification also includes a synoptic assessment that students sit towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification.

## What will this qualification lead to?

The accountancy skills developed through this qualification will enable a student to seek employment with confidence and/or to progress to the next level of learning. Students will develop skills including mastery of complex financial processes, such as final accounts, reports and returns, spreadsheet use for accountants, VAT returns and professional ethics.

Students will need to identify and use relevant understanding, methods and skills to complete tasks and address problems that are well defined but also complex. They will be expected to take responsibility for initiating and completing tasks and procedures, as well as exercising autonomy and judgement within limited parameters, such as awareness of different perspectives or approaches within an area of study or work.

This qualification can also open up a choice of great careers, as well as providing progress onto the AAT Professional Diploma in Accounting and a route to higher education. More than 30 UK universities and higher education institutes currently offer exemptions to AAT professional members enrolling on accounting and finance-related degrees.

This qualification is part of a suite of AAT qualifications available to students that offer both horizontal and vertical progression channels. Completion of this qualification provides students with an opportunity to be registered as a qualified bookkeeper, or progress on to Professional level and become a full member of

AAT upon achieving the associated membership criteria. The AAT Advanced Diploma in Accounting also provides the foundation skills required to support the establishment of a healthy business.

Skills developed through this qualification can lead to employment as:

- an accounts assistant
- an accounts payable and expenses supervisor
- an accounts payable clerk
- an assistant accountant
- an audit trainee
- a corporate recovery analyst
- a credit controller
- a finance assistant
- a finance officer
- an indirect tax manager
- an insolvency executive
- a payroll supervisor
- a professional bookkeeper
- a senior bookkeeper
- a tax assistant.

Taking the example of an accounts assistant, this role typically includes conducting tasks relating to the preparation and maintenance of financial records as well as cash handling and providing administration support to accountants. The accounts assistant works directly for an accountant, accounting manager or finance manager, or a small team of management. They help to maintain the office and keep it running smoothly, and their typical responsibilities include:

- balancing accounts
- processing receipts, sales invoices and payments
- maintaining financial records that accurately record the incoming and outgoing finances of the business
- completing VAT return forms
- working with spreadsheets, sales and purchase ledgers and journals
- ensuring that accounts are accurately monitored and recorded
- dealing with a company's payroll by processing wages and employee expense claims
- preparing profit and loss accounts sheets
- preparing balance sheets
- client engagement, such as sending out starter packs to clients and/or answering enquiries
- processing the company's own accounts (in an accountancy firm)
- other administrative duties, which include general office administration such as processing office post, answering the telephone, minuting meetings, photocopying and filing.

## Is this part of an apprenticeship?

AAT is involved in the development of the Level 3 Trailblazer for Assistant Accountants, and the AAT Advanced Diploma in Accounting is named in the Trailblazer standards. However, AAT realise that not everyone can access an apprenticeship. In these cases, there are compelling reasons to choose to take this high-quality qualification, which is valued because of its track record of delivering successful employment outcomes outside of the apprenticeship. AAT have numerous examples of unemployed and career changer students of all ages who have gained employment directly as a result of achieving this qualification.

## 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.

A full list of the employers who have offered their support and their letters of support for this qualification can be found on our qualifications pages at [aat.org.uk/about-aat/qualification-development](https://aat.org.uk/about-aat/qualification-development)

Accounting was a great profession for me to get into. I'd applied for a few jobs before studying and wasn't successful. However, with AAT on my CV, I got the job I'm in now.

Comfort Mitchell MAAT  
Management Accountant  
Sally Salon Services Ltd

