

A person wearing a purple hijab and a dark purple long-sleeved top is writing on a document with a black pen. The document features a colorful pie chart and a bar chart. The scene is set on a wooden desk with several other documents, including a blue folder and a silver stapler. The background is softly blurred, showing more papers and a window with light coming through. The overall atmosphere is professional and focused on business or accounting work.

# AAT PROFESSIONAL DIPLOMA IN ACCOUNTING

LEVEL 4

## OVERVIEW

- > AAT Level 3 or A-Levels at grades A\*/A/B or significant work experience is required for entry
- > Studied on a part-time basis, either one day per week or over two evenings
- > 6 hours per week - in class sessions and remote learning
- > Assessment involves a selection of computer based assessments, ranging from 2 to 3 hours in length





# UNITS OF STUDY AND ASSESSMENT METHODS

As part of the course you will study a range of units including:

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Professional Diploma Synoptic Assessment
- Business Tax
- Personal Tax

- > This course is based on learning and applying theory within a set exam. Knowledge and skills are tested via computer based assessments, run entirely on PCs or laptops.
- > To achieve competency, each exam requires a 70% pass rate.
- > Successful completion of the qualification may allow you to apply for full AAT membership to achieve professional MATT status.





# PROGRESSION OPPORTUNITIES

Upon successful completion of the course, you will be able to consider BA (Hons) level study or may wish to progress onto higher level roles in industry. You may also wish to undertake further study, to achieve chartered status in ACCA, CIMA or ICAEW.

Successful completion of the course may lead to employment in a range of roles, including:

- Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant
- Commercial Analyst
- Cost Accountant
- Fixed Asset Accountant
- Indirect Tax Manager
- Payments and Billing Manager
- Payroll Manager
- Senior Bookkeeper
- Senior Finance Officer
- Senior Fund Accountant
- Senior Insolvency Administrator
- Tax Supervisor
- VAT Accountant





# AWARD WINNING TEAM

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Training Provider  
AWARDS 2018

Shortlisted

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Training Provider  
AWARDS 2017

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AAT TRAINING  
PROVIDER  
AWARDS 2020

SHORTLISTED