

# AAT Accounting

Level 2 Certificate

Small  
class  
sizes

Outstanding  
Support

Excellent  
Progression

Industry  
Expert  
Teaching

Learner  
Centred



# AAT Accounting

**The Level 2 Certificate in Accounting is ideal for anyone wishing to study accountancy and finance alongside a range of complementary business and personal skills. The purpose of the Level 2 Certificate in Accounting is to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance, alongside business and personal skills that are transferable to any sector and additional business knowledge relevant to accountancy.**

## Duration

35 weeks part-time.

## Price

£632.50\* exc AAT membership. FREE subject to eligibility.

## Learning Method

This course is currently delivered through blended learning. This means a mix of online delivery and a small amount of classroom-based lessons.

## What will I learn?

A student completing this qualification will develop skills in double-entry bookkeeping and will understand how to use journals, control accounts and a trial balance.

Students will also gain an understanding of accounting software packages, how to process financial information in accordance with company procedures and schedules, and how to provide information to colleagues, suppliers and/or customers as required.

## Entry Requirements

You should have good numeracy and literacy skills and have GCSE Maths and English at Grade C/4, or an equivalent qualification. The ability to word process under time constraints is also essential.

You are also required to become a member of the AAT professional body and will need to pay the annual AAT membership fee.

## Course units



Introduction to Bookkeeping



Principles of Bookkeeping Controls



Principles of Costing



The Business Environment Synoptic assessment

### Why should you study at Runshaw?

- Gain exemptions from chartered qualifications upon completion of all three levels
- Industry expert teaching
- Excellent progression routes, as Runshaw offers Levels 2-4

### Progression

On successful completion of this course, you will be awarded the AAT Level 2 Certificate in Accounting (this qualification is also known as an Introductory Certificate in Accounting). Opportunities for employment may include working as an:

- Accounts Administrator/Assistant
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator/Officer
- Purchase/Sales Ledger Clerk
- Tax Assistant/Trainee
- Tax Accounts Technician

You may also wish to further develop your skills and knowledge by applying to the AAT Level 3 Advanced Diploma in Accounting.

Where are **you** going?

Accountant

Auditor

Bookkeeper

Payroll

Tax Advisor



**#FutureYou**

# AAT Accounting Level 2 Certificate

## Funding

This course may be FREE if you...

- You are under 23 and this is your first Level 2 qualification.
- You are unemployed (and looking for work) and in receipt of JSA, Universal Credit, Child Benefit and Carers Allowance.
- You are earning less than £20,319 annually (before tax).

If this criteria doesn't apply to you, then you could also either pay in three instalments or pay the fee in full.

## Other courses we offer

- AAT Level 3 – Advanced Diploma in Accounting
- L5 Associate Diploma in People Management
- CIPD Foundation Certificate in People
- Practice Level 3
- Teaching Assistant Level 2 Certificate in Supporting Teaching and Learning



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