



# AAT Bookkeeping - Level 1 Award

Are you 19+? Are you interested in a career in Bookkeeping/Accounting? This short course provides you with an introduction to manual bookkeeping, allowing you to move on to further study in either accountancy or bookkeeping, or to progress to a new position in your current job and industry. You will develop an understanding of the role of the bookkeeper, including the need for confidentiality and accuracy in their work, and theory such as how to identify assets, liabilities, income and expenses. The course will show you how to identify profit and loss, and the differences between trading for cash and trading on credit. You will also develop the skills to process customer and supplier transactions, to enter receipts and payments into the cash book and check amounts against the bank statement in preparation for bank reconciliation. Topics covered can include: Understanding the role of the bookkeeper Understanding financial transactions Processing customer and supplier transactions Processing receipts and payments Candidates must have an initial assessments test and interview to determine eligibility. There is one end of qualification assessment and if you will be aged 19 or older on 31 August in the year you begin your course, and have been resident in the UK/EU/EEA for the past 3 years, your course may be free. The skills developed in this qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, for example, as a:

- trainee bookkeeper
- accounts administrator
- billing/payments administrator/coordinator
- accounts junior
- accounts receivable/payable assistant
- procurement and finance assistant
- assistant cashier.

## WHAT WILL I NEED?

You will need to be aged 19 or older and eligible to study in the UK. Upon enrolment, you will be asked to upload residency and income documents for college funding purposes.

## WHAT CAN I DO AFTER?

Upon successful completion of the course you will achieve a nationally-recognised qualification, which can help you progress into further study in this area.

**Start Date:** 24 April 2023

**Day:** Monday

**Time:** 9:00 - 17:00

**Venue:** Tottenham Centre