



Telephone: 01952 240066

Email: [info@severnfinancialtraining.co.uk](mailto:info@severnfinancialtraining.co.uk)

## **AAT Level 2 Certificate in Bookkeeping**

Rolling Programme - Thursdays

Daytime 9.30am – 2pm

Evening 4.30pm – 9pm

### **Course Fees (to be paid in full prior to Enrolment)**

Net	£536.67
This includes all Tuition, Resources and one exam sitting per unit.	
Vat	£68.33
Total	£605.00

(Additional payment options are available)

What will you study? PTO for full details.

**Level 2**

### **Introduction to Bookkeeping:**

- Understand how to set up bookkeeping systems
- Process customer transactions
- Process supplier transactions
- Process receipts and payments
- Process transactions into the ledger accounts

### **Principles of Bookkeeping Controls:**

- Use control accounts
- Reconcile a bank statement with the cash book
- Use the journal
- Produce trial balances