



Telephone: 01952 240066

Email: info@severnfinancialtraining.co.uk

AAT Level 3 Certificate in Bookkeeping

Start Date

Rolling Programme - Tuesdays

Daytime 9.30am – 2pm or

Evening 4.30pm – 9pm

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

Net This includes all Tuition, Resources and one exam sitting per unit.	£1194.00
Vat	£199.80
Total	£1393.80

(Additional payment options are available)

What will you study? PTO for full details.

Level 3

The Level 3 Certificate in Bookkeeping will suit you if you've completed the foundation bookkeeping/accounting level and would like to build your skills or you're already working in finance and you'd like a formal recognition of your skills.

What will you study?

Financial Accounting: Preparing Financial Statements:

- Understand the accounting principles underlying final accounts preparation
- Understand the principles of advanced double-entry bookkeeping
- Implement procedures for the acquisition and disposal of non-current assets
- Prepare and record depreciation calculations
- Record period end adjustments
- Produce and extend the trial balance
- Produce financial statements for sole traders and partnerships
- Interpret financial statements using profitability ratios
- Prepare accounting records from incomplete information

Tax Processes for Businesses

- Understand legislation requirements relating to VAT
- Calculate VAT
- Review and verify VAT returns
- Understand principles of payroll
- Report information within the organisation

Level 3