



# aat

## AAT Accounting and Finance Qualification Information Pack

### Become a Qualified Accountant

#### What is AAT Qualification?

AAT stands for the **Association of Accounting Technicians** and offers the perfect start to a successful accounting and finance career.

It is the leading qualification and membership body for vocational accountants. **AAT work across the globe with around 130,000 members in more than 90 countries.** AAT members are represented at every level of the finance and accounting world, including students, people already working in accountancy and self-employed business owners.

AAT members are ambitious, focused accounting professionals, many occupying senior, well rewarded positions with thousands of employers – from blue-chip corporate giants to public sector institutions.

**The AAT Accounting Qualifications are recognized and well-respected qualifications worldwide.** Those qualifications are the perfect starting point for your career in accounting and finance. They are designed to start you on the path to a successful accounting and finance career. Our training focuses on giving you practical skills that you'll be using in your work. So, we'll ensure

you've got the expertise that employers look for but also help you to progress further in your career. You don't need previous qualifications to study with us, but if you have them, you could begin your training at a higher level. And the flexibility of our qualifications means you can train full-time or part-time or even online.

#### What is an Accounting Technician?

Accounting Technicians aren't limited to just one role in one industry – becoming AAT qualified means you could work in the accounts department of any business – whatever shape, size or sector. You could even work for yourself in your own business! AAT combines practical skills with accountancy knowledge. Roles are varied, but here are some of the things you could be doing:

Preparing financial accounts, Business restructuring, Company financial control, Corporate finance, Double bookkeeping, Financial journalism, Financial legislation and compliance, Fund management, Insolvency, Investment banking, Management consultancy, Mergers and acquisitions, Offshore trusts, Tax consultancy.

It's time  
TO TAKE  
your next **STEP**

#### Why AAT?

1. **Practical, real-world skills that every business needs.**
2. **A reputable and respected global qualification.**
3. **An entry route into chartered qualifications.**
4. **Flexible training and funding options.**
5. **Qualifications that are open to everyone regardless of age or experience.**





### Who can study AAT?

AAT is perfect if you're looking to study a professional qualification in accounting and finance.

Unlike some other qualifications, there are no entry requirements with AAT, and you don't need any relevant work experience. Even though there are no entry requirements, it will help if you're

*AAT – Delivering finance skills that add value, to both employer and employee*



AAT highly established, industry recognized accounting and finance qualifications consist of three levels – Foundation, advanced and professional.

These will suit you if:

- You are already working in finance and would like formal recognition of your skills.
- Want to acquire new skills to help a career change.
- You are a school leaver and looking for an introduction to accounting and finance.

good with numbers and committed to putting in the study hours.

### Is it too late for me to start training?

Surely not! Knowledge is source of life, has no age, and is never late for you to start over by changing your career path. In fact, accountancy is considered one of the most popular choices among people who are looking for a new career path.

### But I don't have the time to train...

EIMF design a flexible study options for AAT training that can easily fit around your work and personal life. Even though you need to be dedicated, surely, you'll find something that works best for you.

### Can I do more?

Yes! Once you've completed AAT qualification, becoming a chartered accountant is a great next step. Chartered status ensures you stand out as a respected professional within the field and will broaden your understanding, keeping at the same time your job options open. Having an AAT Accounting Qualification offers you a fast-track route to chartered level, helping you to get there quicker than going to university. All the UK chartered and certified accountancy bodies (ACCA, ICAEW, CIMA, ICAS and CIPFA) recognize the AAT Accounting Qualification and offer exemption from certain modules. Plus, the practical skills and knowledge you gain on your AAT course will complement the chartered syllabus – helping you to succeed.

Additionally, AAT offers a unique opportunity to further your studies to some of the English Universities it is collaborated with. Many AAT students go on and study a degree in accounting or finance, or in an unrelated area.



**AAT offers world-class accounting and finance qualifications. We lead the way in the development of practical, real- world skills for use at all levels of business.**

### What are my career potentials with AAT?

Holding the AAT qualification, you can work to a wide span of positions! During the first part of qualification you will be able to fulfil the requirements for the position as an assistant accountant, but as you proceed toward the its completion, you'll be able to progress and even have the chance to specialize to tasks such as Payroll Management, Credit Management, Cash Management, Finance Analyst, and Bookkeeper.





**FAST FACTS**

550+

AAT approved training partners

+130.000

AAT Members in 100 Countries

80,000

Students train with AAT every year

20,000

Employers hire AAT qualified staff

Member of IFAC

The only accounting technician member of IFAC



## Where will accountancy take you?

AAT qualification open doors to many different industries. You would end up running your own business, working for a large accountancy firm or even apply your skills within the fashion, film, or music industry.



## Once you've qualified

After completing your AAT qualification in either accounting or bookkeeping, you can apply for professional membership to gain designatory letters, MAAT or AATQB, after your name.

## Why EIMF

The European Institute of Management and Finance (EIMF) is the ATT Accredited training partner in Cyprus. EIMF is a leading provider of professional education, and tailored learning solutions with emphasis on the Financial and Professional Services Sector.

Following are few of the reasons you can choose AAT and EIMF for your study.

- **Work/Study options** - earn a salary while obtaining your Qualifications
- **AAT Employer schemes** and good job prospects
- **Go on to Chartered Accountancy**, get direct entry to AAT partner Universities, or get UCAS points
- **Financially Feasible** - added value
- **Flexible Calendar**, tailored to the needs of either a full-time student or a busy professional
- **Computer Based Examinations** - flexible examination dates
- **Classroom or e-learning study options.**

**EIMF is the only approved training partner and computer assessment Center in Cyprus**

AAT does not deliver training directly. AAT qualifications are delivered by AAT Approved training providers around the world. AAT Approved training providers must meet the AAT high standards before they are approved to offer AAT qualifications. AAT conducts regular checks to ensure that we meet their regulatory requirements and rigorous standards.

# AAT Accounting Qualifications

## Foundation Certificate in Accounting

The first level of the qualification is for people with limited or no accounts knowledge. The AAT Foundation Certificate in accounting training will equip you for an entry level role in an Accounting or Finance department. By the end of the course you will have a greater understanding and skills of manual and computerized accounts and how to use them in a 'real business world' setting.

This qualification is perfect for young people and those taking their first step on the career ladder. As well as covering the basic accounting techniques and principles this qualification provides a broader understanding of the business environment and how to prepare for the world of work.

The purpose of this qualification is to ensure that participants are well prepared to progress into a career in business, finance or professional accountancy, or into further education. All the units within the qualification are mandatory: Four units are assessed individually in end-of-unit assessments, but this qualification also includes a synoptic assessment that students sat towards at the end.

The synoptic assessment draws on and assesses knowledge and understanding from across the qualification: A participant completing this qualification will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales and general ledgers. Participants will learn to use accounting software and to develop the professional skills and behaviors needed to contribute effectively in the workplace. Working in accountancy requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

The AAT Certificate in Accounting covers the following areas:

- Bookkeeping transactions.
- Bookkeeping Controls.
- Elements of Cost.
- Work effectively in finance.
- Using Accounting Software (i.e SAGE).

## Advanced Diploma in Accounting

In this qualification you will master more complex accounting disciplines including financial processes, Advanced bookkeeping, final accounts and ethical practices for accountants.

The purpose of this qualification is to ensure that participants are well prepared to progress into a career in business, finance or professional accountancy, or into further education. Participants will learn and master financial processes including accounting principles and concepts, advanced bookkeeping and final accounts.

They will also understand business issues regarding value added tax (VAT), which may be known by another name in other countries) issues in business, management accounting costing techniques and ethical practices for accountants.

This qualification further delivers software skills through spreadsheet training for accounting. All the units within this qualification are mandatory. Four units are assessed individually in end-of-unit assessments. This qualification also includes a synoptic assessment that students sit towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification

The AAT Advanced Diploma in Accounting covers a range of complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns. It comprises six mandatory units

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting.



## Professional Diploma in Accounting

In this qualification participants, will cover higher accounting tasks including drafting financial statements, managing budgets and evaluating financial performance, as well as optional

specialist units including business tax, personal tax, external auditing and credit management and cash and treasury management.

**Achieve professional AAT Accountant status**

Upon successful completion if the qualification participants can apply for AAT full membership and achieve professional MAAT status.

The AAT Professional Diploma in Accounting covers high-level accounting and finance topics and tasks. Students will look at and become comfortable with a wide range of financial management skills and applications and gain competencies in: drafting financial statements for limited companies; recommending accounting systems strategy; and constructing and presenting complex management accounting reports.

Participants will also learn about specialist areas such as tax, auditing, credit management, and cash and treasury management. This qualification comprises four mandatory units and two specialist units selected from a choice of five options.

**The mandatory units are:**

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Accounting Systems and Controls.

**The optional units are:**

- Business Tax
- Personal Tax
- External Auditing



- Cash and Treasury Management
- Credit Management.

**How courses delivered by EIMF**

**Classroom courses**

Classroom courses prepare participants for the computer-based exams for each unit, covering the full syllabus with lots of exam style lecture examples and guided question practice. We provide a comprehensive study pack and set a final mock assessment for participants to complete ahead of real exams. We offer a range of morning and evening courses at our Nicosia and Limassol center, and weekend synoptic preparation courses.

**Distance online learning**

Our complete study pack is complemented by pre-recorded online lectures covering every topic and with step by step explanations to help participants work through the lecture examples. Participants can study at their own pace and contact tutor at any time for extra help. In our package, we also include the printed books of the material

**Live Online Courses**

Live course includes a complete study pack with live online lectures covering every topic and with the full support of the tutor. This method includes the following:

- **A timetabled series of classes**, so you will always know when they're running to plan your schedule.

- **Interactive classes**; ask questions, make comments, get involved in the class – just like a traditional classroom.
- **We'll post your textbooks**, so you'll have everything you need to study before the first class starts.
- **Discussion forum**; between classes, keep in touch with your tutor and fellow students.
- **Dedicated tutor support** when you need it – including evenings and weekends – by LiveChat or email.

**Study Material**

EIMF has partnered with KAPLAN and all study material for classroom and distance learning is provided prepared by KAPLAN

**Computer based assessments**

Each unit is tested as either a computer-based exam or assessment. The exams last between 90 minutes and 2.5 hours depending on the subject, and the pass mark is 70%. Participants can sit exams at the EIMF AAT Assessment Center.

**Additional support and study resources**

- **Access to Kaplan online study resources and mock examinations.**
- **Sample assessments:** Participants can familiarize themselves with content type and question structures and try example assessment questions to practice their technique.
- **E-learning modules** These are designed to boost understanding and give participants a chance to test their skills. The modules include interactive tutorials, worksheets and animations focusing on a key topic.
- **Green Light tests:** Participants can judge how well they understand their learning areas and identify where they need to put in some more work. The tests also give students an idea of whether they are ready for the assessment.
- Participants can tick off the skills they have gained through each unit. They can also use the checklist to see all the new skills they'll gain when they progress to the next level.



## Cost of AAT Qualifications

### AAT fees admissions and membership fees

**Admissions to AAT and one-year membership fee: €150** – this is a onetime fee at the initial registration at any level.

**EIMF Fees and exam fees** (VAT 19% is included in below prices)

What included?	Classroom Courses	Live Online	Online Courses
A timetabled series of classes	√	√	
Chat directly with your tutor	√	√	
Dedicated tutor support	√	√	
Study materials	√	√	√
AAT study materials	√	√	√
Marked mock exams	√	√	
Online learning resources	√	√	√
Interactive classes	√	√	
Discussion forum	√	√	
Recorded Lecture Videos		√	√

Qualifications	Classroom Courses	Live Online	Online Courses
Foundation Certificate in Accounting	€2.250	€2.000	€1.600
Advanced Diploma in Accounting	€2.350	€2.150	€1.900
Professional Diploma in Accounting	€2.700	€2.500	€2.200

**Fees include:** Tuition, revision, tutor support, study material, first exam sitting for all papers and additional support and study resources

Flexible payment scheme offered which includes:

- Full prepayment - with discount 10% on level fees.
- Monthly payment or Unit completion payments or other payment agreements.

For more information, please contact EIMF at 22274470 or [info@eimf.eu](mailto:info@eimf.eu)

# ANY QUESTIONS?

Contact us today to find out more about AAT and our qualifications.

Call us on +357 2227 4470 to arrange a consultation to discuss the training options to suit your business needs, or email [info@eimf.eu](mailto:info@eimf.eu)