

Information Package



## AAT Accounting Qualification?

The AAT Accounting Qualifications are recognised 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's covered by the qualifications?

- **AAT Foundation Certificate in Accounting (Level 2)** – this is the introductory level and includes the basics of bookkeeping, elements of costing and using accounting software.
- **AAT Advanced Diploma in Accounting (Level 3)** – this is the intermediate level which builds on the skills learnt at Level 2. Participants will master more complex financial processes, including final accounts for sole traders and partnerships, indirect tax, reports and returns and professional ethics.
- **AAT Professional Diploma in Accounting (Level 4)** – this is the advanced level and covers financial team leader skills, including financial statements for limited companies, complex management accounting tasks, management skills and specialist learning areas.

## Why AAT and 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

## The different qualifications in more details

There are three levels each comprising a number of units. One must pass all units in all levels in order to be awarded the MAAT designation.

### A. Foundation Certificate in Accounting

This qualification participants will prepare for junior and entry level accounting roles. It delivers a solid foundation in finance administration - covering areas such as double entry bookkeeping to basic costing principles and using accounting software.

The AAT Foundation Certificate in Accounting covers a range of foundation accounting and finance skills in five mandatory units

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance

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 behaviours 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.

**Duration:** 6-9 months | **Guided Learning hours:** 240 | **Classroom hours:** 85

The Foundation Certificate in Accounting can lead to employment as:

- Accounts administrator
- Accounts assistant
- Accounts payable clerk
- Purchase/sales ledger clerk
- Trainee accounting technician
- Trainee finance assistant

## B. Advanced Diploma in Accounting

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

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.

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

**Duration:** 6-12 months | **Guided Learning hours:** 390 | **Classroom hours:** 102

The Advanced Diploma in Accounting can lead to employment as:

- Accounts Assistant
- Accounts Payable and Expenses Supervisor
- Accounts Payable Clerk
- Assistant Accountant
- Audit Trainee
- Bookkeeper
- Credit Controller
- Finance Assistant
- Payroll Administrator
- Payroll Supervisor
- Practice Bookkeeper

## C. 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 of 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.

**Duration:** 9-18 months | **Guided Learning hours:** 420 | **Classroom hours:** 120

The Professional Diploma in Accounting can lead to employment as:

- Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant
- Commercial Analyst
- Cost Accountant
- Fixed Asset Accountant
- Indirect Tax Manager

- Payments and Billing Manager
- Payroll Manager
- Senior Bookkeeper
- Senior Finance Officer
- Senior Fund Accountant
- Senior Insolvency Administrator
- Tax Supervisor
- VAT Accountant

## 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 centre, 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

### 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 centre.

## Additional support and study resources

- Access to Kaplan online study resources and mock examinations
- **Sample assessments:** Participants can familiarise themselves with content type and question structures and try example assessment questions to practise 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

- **Skills checklist:** 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.

## Entry requirements

High school living certificate, completion of AAT level 2 qualification, or other relevant qualification such as the LCCI or other Accounting degree. Work experience in the sector will be consider as well.

## Guided Learning Hours

Based on guided learning hours we suggest the above allocation as per the learning hours requirements suggested by AAT. The study hours in class will cover all material and provide revisions. The home study timing is hours that candidates must commit on their own to go through study material in between courses, access online resources and other additional material as instructed by tutors.

The study leave allocation to be provided before exams is suggested and can be altered to satisfy individual needs if needed. Additional study time might be required and that will depend on each individual's needs and experiences.

## 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 not included in below prices)**

Qualification	Classroom	Online
Foundation Certificate in Accounting	€1,880	€1,350
Advanced Diploma in Accounting	€1,970	€1,675
Professional Diploma in Accounting	€2,276	N/A

**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)