

### AAT Unit Internal Accounting Systems & Controls Level 4



#### In a nutshell

The AAT Level 4 Diploma in Professional Accounting maximises opportunities for employment within a wider accountancy context. This course as whole covers high level accounting and finance topics and tasks.

The unit that you are purchasing here is Internal Accounting Systems and Controls unit of the AAT level 4 Diploma in Professional Accounting.

This unit teaches you to consider the role and responsibilities of the accounting function, including the needs of key stakeholders who use financial reports to make decisions. You will review accounting systems to identify weaknesses in future operations.

You will apply several analytical methods to evaluate the implications of any changes to operating procedures.

The structure of the accounting function, which varies depending on the size of the organisation, must comply with statutory requirements. You will learn to identify appropriate controls, assess their impact in terms of cost-effectiveness, reliability and timeliness, and ensure that all functions adapt their working practices to meet new requirements in an ethical

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and sustainable way.

Technology is changing the way that accountancy information is processed, and this unit requires knowledge of the fundamental principles of data analytics and artificial intelligence (AI), which may be used as an alternative way to gather and analyse information. Cloud Accounting is changing the way accountants work and visualisation, including dashboards, is increasingly used to present information in a way that is easier for stakeholders to understand. Data security and breaches are regularly reported in the press, and therefore it is imperative that you are aware of the importance of keeping all data secure and consider the confidential nature of the data that you will be processing as part of your everyday role.

Finally, you will evaluate the impact of changes on the system and its users of the accounting system to assist you in adapting to the recommended improvements.

This is a roll-on / roll-off course with flexible start dates. We recruit students all year round.

This is also a blended learning course (a mix of traditional in-person with a teacher in a classroom and learning activities using digital technologies, from home).

This course is progression from Level 3 Diploma in Accounting and will enable you to gain further skills to progress within the accountancy field.

### **This course is for you if...**

... You have successfully completed the AAT Level 3 Advanced Diploma in Accounting and want to continue to build your accounting skills.

... You want to go on to become an AAT full member and / or go onto study for chartered accountant status.

... You want to start your own business through the AAT licensed members scheme.

### **What will I be doing?**

You will enhance the skills you developed from Level 3 Diploma in Accounting and acquire lifelong professional accounting and finance skills, enabling you to maximise your opportunities within your accounting career.

The AAT Level 4 Accounting has three mandatory units:

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**Applied Management** – you will learn how to implement organisational planning processes in an organisation, use internal processes to enhance operational control, and techniques to decide on short-term and long-term decision making.

**Drafting and Interpreting Financial Statements** – you will learn about drafting financial statements for single entities and relevant accounting standards and the consolidation of limited companies. You will also gain the skills to interpret the financial statements, using ratio analysis.

**Internal Accounting Systems and Controls** – You will demonstrate your understanding by evaluating internal controls and accounting systems within an organisation, and make recommendations to any weaknesses you find.

By applying here you are purchasing Internal Accounting Systems and Controls unit, you will need to also purchase the Applied Management and Accounting and Drafting and Interpreting Financial Statements to complete all of the core units for AAT Level 4.

You will also need to complete two optional units - we currently offer:

**Credit and Debt Management** – You will learn the techniques to assess credit risks, grant credit, how to collect debt from customers, and the principles of effective control in an organisation.

**Cash and Financial Management** – You will learn how to prepare forecasts for cash receipts and payments, cash budgets and monitor cash flows.

To gain the Level 4 Accounting qualification you need to complete all five of the above modules, you can purchase each module separately.

### **Additional information**

On completion of this course, and having met AAT's criteria, you can apply for full AAT membership, which will allow you to use the designatory letters MAAT after your name.

However, the primary and most important outcome of the Level 4 Diploma in Professional Accounting is that it can lead to a wide variety of well-paid accountancy and finance jobs, some of which include:

Professional Accounting Technician  
Assistant Auditor  
Assistant Management Accountant  
Commercial Analyst



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Payroll Manager  
Senior Bookkeeper  
Senior Financial Officer  
Accounts Payable and Expenses Supervisor  
Assistant Financial Accountant  
Cost Accountant  
Fixed Asset Accountant  
Indirect Tax Manager  
Payments and Billing Manager  
Senior Fund Accountant  
Senior Insolvency Administrator  
VAT Accountant

Completion of this course also offers you a fast track route to chartered accountancy status as AAT will give you generous exemptions from all UK chartered and certified bodies.

Other costs:

Books £30 per module approximately

AAT Registration (payable to AAT) £240

Apply online at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk)

[studentrecruitment@coleggwent.ac.uk](mailto:studentrecruitment@coleggwent.ac.uk) | 01495 333777 (Croesawn alwadau yn Gymraeg)

