

## AAT Unit Credit and Debt Management 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 Credit and Debt Management unit of the AAT level 4 Diploma in Professional Accounting.

This unit provides an understanding and application of the principles of effective credit control systems, including appropriate debt management systems. Organisations will usually offer credit terms to its customers, which could lead to financial difficulties if customers pay late or do not pay at all. It is therefore important to determine that potential credit customers can honour any credit terms.

This unit will consider the techniques that can be used to access credit risks in line with policies, relevant legislation and ethical principles. Equally, once the credit decision has been approved, it will be important to ensure that any debts due from the customer are paid within the terms agreed. You will also consider what techniques are used to enable the collection of any overdue debts, following organisational policies, legal procedures and methods for

collecting debts.

Knowledge and use of performance measures relating to liquidity, profitability and gearing are fundamental to this unit. You will also develop your understanding of liquidity management, bankruptcies and insolvencies, as well as the mechanisms of invoice discounting, factoring and credit insurance.

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 comprises three mandatory units:

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



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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.

The optional units that we currently offer are as follows:

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.

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

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
- Payroll Manager
- Senior Bookkeeper
- Senior Financial Officer
- Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant
- Cost Accountant

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

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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

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