

AAT ESSENTIALS

One-day finance training programmes



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AAT ESSENTIALS

Your business depends on having staff who can understand, interpret and communicate key financial information.

Whether your organisation is large or small, AAT Essentials deliver practical skills that can be immediately applied in the workplace.

Our one-day training programmes are designed to help you meet your business objectives, and are delivered by expert AAT trainers.

No finance background? No problem

Our programmes provide straight talking training that will help your staff manage business finance more effectively.

They're ideal for managers without a finance background, as well as other non-finance staff looking for a better understanding of key financial tasks.

Already working in finance?

If your staff are already working in a finance role, we have programmes designed for them too. They focus on areas to help improve the way your staff work, look at the latest changes in the industry and will also help fulfil their continuing professional development (CPD) requirements.

Training suited to you

As experts in vocational training, we deliver training programmes that are suited to you and fulfil your business needs. This can range from technical topics, such as Tax updates and Financial reporting, or broader topics, such as finance for non-financial managers and budgeting.

Flexible approach

AAT Essentials can be delivered to suit you. For large groups of staff that require the same training, we can hold AAT Essentials programmes at your offices, or at an external location chosen by you.

AAT ESSENTIALS TRAINING PROGRAMMES

Our current training programmes for non-finance staff are:

Finance for non-financial managers

This training programme will help you to understand basic financial documents used in business. You'll learn how to interpret the information in these documents, and use this knowledge to manage day-to-day business activity. This will enable you to be more effective in your managerial role.

Budgeting

This training programme will help you to prepare budgets, make informed budgeting decisions, and effectively communicate financial information to key stakeholders, such as business partners or the bank.

Our current training programmes for finance staff are:

Financial reporting update

This training programme helps you understand the changes to UK GAAP, FRS 101, 102 and Charity SORP, which is key for all businesses to accurately prepare financial statements. Attending this training programme will give you a sound understanding of the new standards and the impacts on your business.

Tax update

This training programme focusses on changes in the industry and how that will impact your business. You'll have the opportunity to discuss practical and sometimes difficult areas of tax that affect your clients and employers.

Management reporting for modern day finance

This training programme will focus on how the traditional costing, cost control and forecasting techniques are supplemented in the modern business environment. In addition, you'll also learn strategic management accounting techniques, which you may be less familiar with.

Strategic management accounting

This training programme will help you think more strategically in your role. You'll learn about different approaches to strategy, how to implement tools to help you with strategic planning, and what impact strategy has on the role of an accountant.

Effective budgeting and cost control

This training programme will explore how to budget and control costs, and will include traditional and modern methods that can be used to reduce costs.

All AAT Essentials training programmes are delivered in one day. There's no formal assessment and delegates will be awarded an AAT certificate of attendance upon completion of the programme.



THE AAT ESSENTIALS **PROGRAMME MATERIALS**

AAT Essentials training programmes are specifically designed to enable your staff to get the most out of them. They can be delivered to up to 15 delegates per course, and we'll provide them with all the materials they'll need for your chosen programme.

What materials are provided?

Your AAT trainer will provide programme materials to support delegates through their training. These include:

- **Activities** – interactive sessions throughout the training programme to test delegates knowledge and understanding of the subject area.
- **Presentation notes** – delegates will receive the full programme slides with space to add their own notes.
- **AAT certification** – delegates will receive a personalised certificate of attendance on completion of the training programme.

CHOOSE A TRAINING PROGRAMME TO SUIT YOUR NEEDS

Finance for non-financial managers

What does the programme cover?

- Understanding the income statement account and statement of financial position.
- Using information from the income statement account and statement of financial position.
- Controlling cash.
- Using budgets to manage business activity.

What skills will you gain?

After completing the finance for non-financial managers training programme, you'll be able to:

- understand basic financial documents used in business
- interpret the information in these documents, and use it to manage day-to-day business activity
- be more effective in your managerial role.

Budgeting

What does the programme cover?

- Why budget?
- Operational budgets.
- Cash flow budgets.
- Using budgets to manage and control the business.

What skills will you gain?

After completing the budgeting training programme, you'll be able to:

- prepare budgets and make informed budgeting decisions
- effectively communicate financial information to business partners and the bank.

Financial reporting update

What does the programme cover?

- Overview of the main accounting changes brought about by the new UK GAAP legislation.
- Converting to FRS 102 and practical/key points to consider.
- Replacement of FRSSE.
- Micro entities framework – FRS102 vs FRS105.
- Charities SORP.
- What about tax?
- International Financial Reporting Standards (IFRS).

What skills will you gain?

After completing the financial reporting update programme, you'll be able to:

- understand the changes to UK GAAP, FRS 101, 102 and Charity SORP in order to accurately prepare financial statements
- have a sound understanding of the new standards and the impacts on business.

Tax update

What does the programme cover?

- Budget update – examine the latest taxation changes.
- All changes for landlords and property – a look at the changes and impact on tax.
- Professional Conduct in Relation to Tax – an overview of the key changes and issues.
- Making Tax Digital – preparing for change.
- VAT update.

What skills will you gain?

After completing the tax update training programme, you'll be able to:

- understand the latest changes in taxation and how they may affect your business and clients
- know what to expect in relation to the implementation of Making Tax Digital, and understand what you need to consider to prepare for the shift to digital taxation.

Management reporting for modern day finance

What does the programme cover?

- Target costing.
- Kaizen costing.
- Bottleneck accounting.
- Lifecycle costing.
- ABC driven customer profitability accounting.
- ABC driven direct product profitability analysis.
- Balanced scorecards and dashboards.
- Economic value added.
- Shareholder value analysis.

What skills will you gain?

After completing the management reporting for modern day finance training programme, you'll be able to:

- compare both traditional and modern approaches to costing, budgeting and control
- use modern finance key performance indicators and advanced management accounting techniques in the decision-making process.

Strategic management accounting

What does the programme cover?

- An understanding of the different approaches to strategy.
- The tools you can use to help with strategic planning.
- The different roles of the accountant.
- The impact of strategy on the role of the accountant.
- Ideas to help accountants focus on the long-term picture.

What skills will you gain?

After completing the strategic management accounting training programme, you'll be able to:

- think more strategically in your role as an accountant
- use strategic management accounting techniques in your business and for your clients.

Effective budgeting and cost control

What does the programme cover?

- Budgeting and cost analysis.
- Understanding cost management and monitoring.
- Identifying key business drivers.

What skills will you gain?

After completing the effective budgeting and cost control training programme, you'll be able to:

- understand how to budget and control costs
- utilise both traditional and modern methods of cost control, budgeting and forecasting, to help reduce costs for your clients or business.

WHAT'S NEXT?

To book an in-house AAT Essentials training programme, please email us at essentials@aat.org.uk

Alternatively, you can speak to our Sales advisors on **+44 (0)20 3735 2434**. Our lines are open Monday to Thursday 09.00–20.00 and Friday 09.00–17.00 UK time.



@YourAAT



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