

# Association of Accounting Technicians

## Level 4 Diploma

For people working, or considering working in accounting and/or finance.

**Group 1** – All units are mandatory.

**Financial Statements** (computer based exam)

- Principles of drafting financial statements
- Drafting financial statements

**Budgeting** (computer based exam)

- Principles of budgeting
- Drafting budgets

**Financial performance** (computer based exam)

- Principles of managing financial performance
- Measuring financial performance

**Internal control and accounting systems** (project)

- Principles of internal control
- Evaluating accounting systems

**Group 2** – Choose 2 of the 4 units

**Personal tax** (computer based exam)

- Principles of Personal Tax
- Calculating Personal Tax

**Business tax** (computer based exam)

- Principles of Business Tax
- Calculating Business Tax

Not delivered through classroom but supported study if chosen

**Credit management and control** (skills test)

- Principles of credit management
- Control of debt and credit

**External Audit** (skills test)

- Principles of external audit
- Auditing financial statements

Flexible study options: one day per week for 1 year or half a day per week over 2 years.

**Contact ISIS for further information**

20  
Wide Bargate  
Boston  
Lincolnshire  
PE21 6RF

01205  
354171

Norwich Union  
House  
Silver Street  
Lincoln  
LN2 1EA

01522 532225



*putting people first*

[www.isis-training.co.uk](http://www.isis-training.co.uk)