

Boost your career prospects with a Pitman Training

Foundation In Finance Diploma Programme



Designed for: People who want to learn the essentials of practical book-keeping as a first step into a career in accounting.

Objectives: To quickly provide you with all the basic skills necessary, including Sage Line 50, to enable you to win that job!

Core Subjects:

Basic Bookkeeping
Purchase Ledger
Sales Ledger
Final Accounts 1
Sage Line 50
Excel Proficient
Numeric Data Entry

Recommended Electives – Choose One:

Final Accounts 2
Manual Payroll
Sage Payroll
Company Law
Effective Business Communication

Guideline Learning Time:

You can complete this programme in as little as 6 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.

Also See Our Accounting Technician Diploma Programme



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700 for High Holborn**, **020 7792 5214 for Notting Hill** or visit www.holborntesting.co.uk