

Certificate in Bookkeeping level 2

Course Overview

Whether you're new to bookkeeping or working in accountancy and want to formally recognise your skills, this course is ideal for you. Manual bookkeeping underpins all accountancy and finance roles. Studying this qualification will help you to develop a strong foundation of knowledge and skills in this area to work in accountancy and finance or to go on to study at university level. Completing this qualification will enable you to confidently carry out typical bookkeeping transactions, tasks and use of accounting software.

What you will learn

In this course, you will study modules. They will help you develop your practical accountancy skills. They will also train you in digital software. - Introduction to Bookkeeping: This unit helps you use manual and digital bookkeeping systems. It covers the related documents and processes. The outcome of this module will help you understand various transactions, receipts and payments. - Principles of Bookkeeping Controls: This module builds on bookkeeping principles. It will help you learn to prepare the value-added tax (VAT) control accounts. You will also learn to prepare the receivables and payables ledger accounts, and journal to record and balance transactions.

Entry Requirements

To enrol on this course you will need GCSEs at Grade 4 (C) or above in English and maths. You will also need to provide one reference which can be provided by your employer or previous education establishment. It is desirable that you can demonstrate 90% attendance. Consideration will be given to all applicants over the age of 19, who do not hold formal English and maths qualifications.

Course Fees

You will need to apply for your AAT membership which costs approximately £100 – £120 at the start of this course in order to study AAT and take AAT exams. These costs are subject to change by AAT.

Course Progression

The skills developed by studying this qualification will enable you to seek employment with confidence and/or to progress to the next level of learning. This qualification can lead to further study in bookkeeping or accountancy or to employment as a clerical assistant, trainee bookkeeper, accounts clerk, finance assistant or accounts administrator.

What Happens Next

Apply online via the College website. You will be contacted to attend an interview if required, or you will be sent a conditional offer according to the entry requirements for the course. You will then be invited in to enrol for your chosen course of study. For enrol and pay courses: Once you have decided to take the course, you need to fill in a short learner details form online and pay the course fee. Once you have done this, you will receive an electronic confirmation of enrolment and payment.

Course Details

Course Code	P00395
Start Date	08/09/2026
Study Hours	Part Time
Duration	18 weeks
Campus	City Skills Centre
Level	2

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