

Accounting NVQ Level 2 and 3



The accounting NVQ's consist only of mandatory units, all of which must be completed in order to achieve the qualification

Level 2

- Recording income and receipts
- Making and recording payments
- Preparing ledger balances and an initial trial balance
- Supplying information for management control
- Working with computers
- Contribute to the maintenance of a healthy, safe and productive working environment
- Achieving personal effectiveness

Level 3

- Maintaining financial records and preparing accounts
- Recording and evaluating costs and revenues
- Preparing reports and returns
- Working with computers
- Contribute to the maintenance of a healthy, safe and productive working environment

Please contact us on 0114 281 5718 for more information



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