

Accounting NVQ Level 2

Description	For those working in accounting, in public, private and voluntary sector business organizations. The qualification aims to increase and numbers of entrants to the accounting profession cross a wide range of industrial and commercial activities
Qualification	This NVQ award provides formal recognition (based on National Occupation Standards) of competence in your role, reflecting on current practice and leading to improvement and increased productivity in the workplace.
Timescale	3 to 6 months, dependant on the individual candidates circumstances.
Content	Mandatory Units <ul style="list-style-type: none">• 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
Awarding body	The awarding body for this qualification is EDEXCEL
Assessment	Candidates are expected to complete all mandatory units.
Contact us	For more information please contact Mapalim on info@mapalim.com or by telephone on 020 7284 3215. 181-187 Queen's Crescent, London NW5 4DS www.mapalim.com

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