



GET QUALIFIED 2012!

OCN Level 2 Budgeting & Financial Management

Cost: £35.00

- Are you responsible for keeping financial records or preparing accounts for your organisation or group?
- If yes, this course is for you!

Topics covered on the course include:

- Identify accounting terminology
- Developing and presenting a budget and cashflow forecast
- Produce management accounts
- Assess internal financial controls of the organisation
- Prepare accounts for audit

How will I be assessed?

To achieve the award, learners will be required to produce a portfolio of work and participants will be required to undertake some learning in their own time.

Dates and times of courses:

Friday 17 th February 2012	10.00am – 3.00pm
Friday 24 th February 2012	10.00am – 3.00pm
Friday 2 nd March 2012	10.00am – 3.00pm

Entry Requirements:

- Learners should be in a paid or voluntary role where they are preparing financial documents, for example income, expenditure, petty cash and reports as this will need to be evidenced.

If you are interested in the course, or would like further information, please contact:

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