



Finance Training

Finance in Education Qualifications

Sept 2023 – August 2024

Finance in Education

A suite of nationally recognised professional qualifications to support finance staff and business managers in educational establishments.

Outline

It is more important than ever for finance professionals working within educational establishments to further develop their business, finance and accountancy skills. With the increasing pressure to provide value for money in a fast-paced environment, finance professionals need to support the headteacher and leadership teams and the drive to achieve educational goals.

We offer an industry-first suite of professional qualifications that aim to provide finance staff and business managers with the finance and accountancy knowledge needed to administer finances within schools, academies, multi-academy trusts and free schools.

Qualification levels currently available

Bookkeeping in Educational Establishments – Level 2

Administering Finance in Education – Level 3

Each qualification is published on the Regulated Qualifications Framework (RQF) and provides practical, real-world accounting and finance knowledge that can be put to use from day one. With a Finance in Education qualification on your CV, you will be able to demonstrate a level of excellence sought by educational establishments across the UK.

To find out further details about our Finance in Education Qualifications, please visit our website [Norfolk Schools - Education Finance - Training](#) or contact us on 01603 306407 or financequalifications@norfolk.gov.uk

Bookkeeping in Educational Establishments

A comprehensive course leading to a Level 2 Award in Bookkeeping in Educational Establishments.

Course Outline

During the course you will look at how to manage the books including the foundations of double-entry bookkeeping, associated documents, processes and procedures, focussing on how these impact on educational establishments.

Suitability

This course is ideal for all finance staff and business managers and is especially beneficial to those working in maintained schools that are considering converting to, or have recently changed to, academy status.

Outcome

Once you have completed your studies you will be ready to take your assessment.

This is an online, open book assessment that typically takes approximately two and a half hours to complete. Successful completion of the assessment will give the learner the Level 2 Award in Bookkeeping in Educational Establishments

Phase

Local authority maintained schools, academies and free schools.

Audience

Finance staff and business managers including those aspiring to these roles.

Study Time

Approximately 50 hours self-study.

Format

This is a fully online self-study course.

Cost

£200 per delegate including assessment.

Administering Finance in Education

In this Level 3 national qualification you'll master day-to-day accountancy processes whilst making a significant contribution towards the achievement of your establishment's educational goals.

Complete Learning Package

Using the experience of our professional training team, we have developed a comprehensive learning package to help you quickly gain the knowledge and skills required to pass the Administering Finance in Education qualification.

Course Content

There are 7 mandatory units within this qualification, all of which are focussed on educational establishments:

- Bookkeeping (also available as a standalone course – see page 3)
- VAT
- Costing
- Preparing Financial Accounts
- Budgeting
- Procurement
- Internal Control Systems

Phase

Local authority maintained schools, academies and free schools.

Audience

Finance staff and business managers including those aspiring to these roles.

Study Time

Approximately 180 hours self-study.

Format

This is an online self-study course.

Cost

£1,250 per delegate including assessment.