



## **Award in Business Finance Levels 1, 2 & 3**

Figures not adding up? Try our Business Finance qualifications to point you in the right direction. These qualifications are available at levels 1-3, and evaluate the learners' ability to apply, calculate and use numerical skills within a business context. They will provide learners with an understanding of the preparation of a number of numerical, graphical and financial formats sufficient to provide useful information monitoring, decision making and problem solving.

### **Progression**

Learners can move through the various levels of this qualification. They can undertake related qualifications such as Book-keeping and Accounts and Computerised Accounts. Learners can progress to the Level 2/3 NVQ in Accounting and also undertake the Apprenticeship and Advanced Apprenticeship in Accounting.

### **Job roles**

- Accounts Assistant
- Accounting Technician
- Office Administrator
- Clerical Assistant
- Manager (non financial roles)
- Team Leader

### **Learner benefits**

- You will develop skills in Numeracy
- No specific entry requirements
- Single unit qualification
- Can be undertaken either part or full time

### **Qualification Structure**

#### **Level 2 Award in Business Finance**

Areas covered at Level 2 include preparing budgets, understanding budget deviations/variances, liquidity, preparing costing information for business, recording stock movements, principles of credit control and business performance indicators.

#### **Level 3 Award in Business Finance**

Areas covered at Level 3 include the allocation, apportion and absorption of overhead costs, variances in standards costing, using management accounting information for short term and long term decision making and planning.

### **For more information (including funding)**

**please complete the online [contact form](#) or contact one of our centres by telephone.**