



City & Guilds Level 2 NVQ in Accounting

Qualification summary

The level 2 qualification is aimed at people who work in accounting-related roles. The aims and objectives of these qualifications are to set standards of competence for a range of defined performance and knowledge objectives which match the occupational needs of those people working within the Accounting industry. From this, employees will be able to progress within the Accounting industry or progress onto related VRQs or NVQs in Business Support Skills. The award is also aimed at those people who are employed in business related fields and wish to move into Accounting.

This qualification is aimed at school leavers and new employees within the Accounting industry or at existing employees who are wanting to progress within the sector.

Potential job occupations

- Accounting Technician
- Accounts/Finance Clerk
- Credit Analyst
- Private Practice Accountant
- Public Sector Accountant

Qualification structure

- 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