

## Administering Finance in Education Qualifications

### Why should I choose an Educator Solutions Finance in Education qualification?

Educator Solutions is a trusted training partner for many educational establishments and has provided more than 14,000 training places on courses to help school finance professionals and leaders to administer and manage school finances more effectively. We developed the Finance in Education suite of qualifications because there wasn't a qualification that develops practical operational finance skills specifically for those working in educational establishments. Each unit is published on the Regulated Qualification Framework and contributes towards a Gateway qualification so not only do you gain practical skills that you can put in place straight away, you also gain a recognised qualification that will help you in your career. Take a look at what our learners have said about the course overleaf.

### How long does it take?

The full Administering Finance in Education qualification requires 180 hours of study time. Our online learning programme allows you to learn at your own pace, so you can complete it as quickly as you like or spread it out over two years if you prefer.

### Do I have to commit to completing the Administering Finance in Education course at once?

If you're not ready to commit just yet you can start with the Bookkeeping module that takes 50 hours of study. It still leads to a recognised award. You can then choose to add on the rest of the units of the Administering Finance in Education course. You'll still achieve the full qualification when you have passed all the units.

### Which course is right for me?

Both courses have been developed specifically for all finance staff and business managers working in educational establishments. The Bookkeeping qualification will give you a good understanding of how to account for buying and selling goods and services, payroll, capital and fixed assets and period end. The Administering Finance in Education course also covers costing, preparing financial accounts, VAT, internal control systems, procurement and budgeting.

### What do I have to do to achieve the qualification?

Each unit has an open-book online assessment which can be taken once you've made your way through the course. Each assessment contains a mixture of multiple-choice questions and practical activities designed to mimic typical finance tasks in educational establishments. There are plenty of opportunities to check your progress before you take each assessment. Once you've submitted an assessment you will receive feedback

directly from one of our tutors to congratulate you on your success or point you in the right direction.

### **Our school is one of a group. Could we train all our finance officers at once?**

Absolutely! For Federations, Multi-Academy Trusts, clusters or other groups of schools we can either provide multiple access to the online learning system or where there are more than 12 learners in one location we can provide face-to-face training. We can even offer a non-branded version of the Bookkeeping module to build into your own training programmes. Just ask us for details.

### **Is there a higher level of qualification I can progress on to?**

Once you have completed the Administering Finance in Education qualification you'll be fully equipped to move on to the next level. Our Managing Finance in Education qualification covers managing assets, managing budgets, financial statements, managing projects, managing cash, generating income and managing procurement. It is currently available as a tutor-led course at our base in Norfolk and we expect to make it available as an online course in 2019.

### **What if I need support while I am doing the online course?**

Our online learning hub provides extensive study resources and access to online forums to help you study but if you need extra support and guidance you can call one of our experienced tutors through a dedicated support helpline.

### **What our learners have said**

“Not only is the course providing excellent personal development, I have been able to use my newly learnt knowledge to implement improved procedures at my school.” – School Business Manager

“This course is suitable for those with or without previous financial training or qualification ... All modules take basic accounting and financial concepts and relate them purely to all types of educational establishments. I would highly recommend this course to those already working in an educational establishment.” – School Business Manager

“The course has been very informative, interesting and has provided a good understanding of finance procedures required as we move towards becoming an Academy. I would thoroughly recommend this course.” – School Finance Officer

“The course has really consolidated the theory behind the practical work we undertake in school. It's been a journey of learning – you think you have a good grasp until you start the course!” – School Business Manager

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Find out more about the Finance in Education qualifications at

[www.educatorsolutions.org.uk/finqual](http://www.educatorsolutions.org.uk/finqual) or contact us at

[financequalifications@educatorsolutions.org.uk](mailto:financequalifications@educatorsolutions.org.uk) or call us on **01603 224543**