



Finance Administrator

Karen

Qualification's I have gained

Manual Bookkeeping level 2- 2014

Level 1 certificate in basic bookkeeping - 2013

Diploma in Pre-school practice Level 3 2008

SAGE Accounts training Beginners-2014

SAGE Accounts training Advanced-2014

SAGE Accounts training Intermediate-2014

Level 2 in computerised book keeping - 2014

Training I have attended

Introduction to safeguarding children -2007

Discover hidden maths in your setting - 2007

Basic SENCO - 2007

Basic food hygiene - 2008

Health and safety - 2015

Observing young children part 1 - 2009

Paediatric first aid - 2015

Health and safety - 2012