

<b>Programme Title</b>	Diploma: Public Sector Accounting
<b>SAQA ID</b>	20353
<b>NQF Level</b>	5
<b>Credits</b>	137
<b>Duration</b>	12 months
<b>Admission Requirements</b>	National Certificate: Public Sector Accounting (previous 4 modules) English Proficiency Grade 11, NQF 3 or equivalent No prior accounting knowledge needed
<b>Programme type</b>	Available in Full time and Part time
<b>FASSET Learnership Code</b>	01/Q010020/00/240/5

## Description

A Public Accounts Administrator is:

- Responsible to administer public accounts
- Help improve public sector financial management by adding value, efficiency & productivity to government departments.

## Syllabus

<p><b>Subject:</b> Financial Statements <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• Recording business financial transactions</li> <li>• Depreciable assets</li> <li>• Finalization and interpretation of accounts</li> <li>• Financial statements of the sole proprietorship</li> <li>• Partnerships</li> <li>• Internal reporting for corporate entities</li> <li>• Introduction to IFRS for SMMEs</li> <li>• Statement of cash flows</li> <li>• Sundry topics in Financial Accounting</li> </ul>	<p><b>Subject:</b> Cost and Management Accounting <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• An introduction to managerial accounting</li> <li>• Controlling inventory and overhead costs</li> <li>• Accounting for a manufacturing enterprise</li> <li>• Job costing</li> <li>• Budgeting and standard costing</li> <li>• Contract accounting</li> <li>• Process costing</li> <li>• Financial management</li> </ul>
<p><b>Subject:</b> Technical Public Accounting <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• Basic economic principles</li> <li>• Management information systems</li> <li>• Public sector financial statements</li> <li>• Risk management in the public sector</li> <li>• Performance management in the public sector</li> <li>• Project management in the public sector</li> <li>• Planning, budgeting and management accounting in the public sector</li> </ul>	<p><b>Subject:</b> Business Law and Accounting Control <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• The unspoken laws of business</li> <li>• The written laws of business</li> <li>• Managing your personal finances</li> <li>• Accounting systems – Internal control concepts</li> <li>• Managing accounting systems</li> <li>• Accounting systems – Stock Control</li> <li>• Accounting systems – Analytical review</li> <li>• Liquidation &amp; executors accounts</li> </ul>

## Note

- Timetables are flexible and allows you to book your classes on your own time.
- Study and solution guides per subject is available at extra cost, kindly enquire for more information.
- ICB has structured examination dates; kindly refer to the ICB prospectus to view the timetable.
- The course structure of the qualification is also available, kindly refer to the ICB prospectus to view the relevant information.

### **Certification upon successful completion**

- Statement of results will be issued on successful completion of ICB examinations per subject.
- ICB Diploma Public Sector Accounting will be rewarded once all subjects have been completed successfully
- Fasset Seta Certificate upon successful completion of full qualification

