

<b>Programme Title</b>	National Certificate: Public Sector Accounting
<b>SAQA ID</b>	20352
<b>NQF Level</b>	4
<b>Credits</b>	120
<b>Duration</b>	12 months
<b>Admission Requirements</b>	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/Q010019/00/120/4

## 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> Bookkeeping to Trial Balance <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>An introduction to business, bookkeeping and accounting</li> <li>Value Added Tax and source documents</li> <li>Recording cash transactions</li> <li>Recording credit and sundry transactions</li> <li>Inventory systems</li> <li>Individual accounts for debtors and creditors, and supplier and general ledger reconciliations</li> <li>The bank reconciliation process</li> <li>Drafting financial statements</li> </ul>	<p><b>Subject:</b> Public Accounting Administration <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>Introduction to income tax</li> <li>Payroll administration</li> <li>Employees' tax</li> <li>Accounting for payroll</li> <li>Completing tax returns</li> <li>The structure of the South African public sector</li> <li>The role of the financial management system in the public sector</li> <li>Revenue as a key aspect of public financial management</li> <li>Expenditure as a key aspect of public financial management</li> <li>The legislative framework governing financial management in the public sector</li> <li>Ethics in the South African public sector</li> <li>Introduction to supply chain management</li> <li>Introduction to cash management</li> </ul>
<p><b>Subject:</b> Computerized Bookkeeping <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>Basic PC concepts</li> <li>Working with MS Windows</li> <li>Working with the Internet, Microsoft Internet Explorer &amp; Outlook</li> <li>Working with Microsoft Excel</li> <li>Working with Microsoft Word</li> <li>Working with Microsoft PowerPoint</li> <li>Letsema Furnishers on Microsoft Office</li> <li>Letsema Furnishers on Pastel Accounting</li> <li>Letsema Furnishers on a manual bookkeeping system</li> </ul>	<p><b>Subject:</b> Business Literacy <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>The key principles of effective business</li> <li>Spoken Communication</li> <li>Written Communication</li> <li>Work readiness</li> <li>Working with numbers: an introduction</li> <li>Working with fractions and decimal places</li> <li>Percentages, ratios, proportions and equations</li> <li>Using interest rates in business</li> <li>Measure, analyses and communicate workplace data</li> <li>Business communication – Putting it all together</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 National Certificate Public Sector Accounting will be rewarded once all subjects have been completed successfully
- Fasset Seta Certificate upon successful completion of full qualification

