

### Further Education and Training Certificate: Local Government Accounting

SAQA QUAL ID	QUALIFICATION TITLE		
73712	Further Education and Training Certificate: Local Government Accounting		
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY		NQF SUB-FRAMEWORK	
FASSET - Financial and Accounting Services SETA		OQSF - Occupational Qualifications Sub-framework	
QUALIFICATION TYPE	FIELD	SUBFIELD	
Further Education and Training Certificate	Field 03 - Business, Commerce and Management Studies	Finance, Economics and Accounting	
MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	
120	Level 4	NQF Level 04	
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	
2024-06-30		2027-06-30	

#### PURPOSE

The purpose of this qualification is to provide the learner with the skills, competence, knowledge and understanding to become an accounting technician. With this qualification, learners can effectively fulfil an accounting clerk type role in local government. Local Government Accounting Certificate at NQF Level 3 forms the basis of this qualification.

This Accounting Qualification gives learners access to develop within the accounting field across the entire South African economy and sectors, from accountancy practice, to industry and commerce, including manufacturing, tourism and retail.

Possible employment opportunities include accounts clerk, wages clerk, accounts assistant, sales ledger clerk and bookkeepers and senior positions such as Financial controller and Accounts Manager.

Successful learners may later obtain ACCA or CIMA qualifications. Learners have the opportunity to join the largest professional body for accounting technicians, the Association of Accounting Technicians (AAT), with this qualification. The Eastern, Central and Southern African Federation of Accountants (ECSAFA) endorses the accounting technicians.

#### LEARNING ASSUMED IN PLACE

- Competence in Language, Literacy, Communications and Mathematical Literacy at NQF Level 3.

#### RECOGNITION OF PRIOR LEARNING:

- The AAT suite of qualifications comprises 3 levels i.e. Level 3, 4 and 5.
- The course provider undertakes an initial assessment to determine at which stage of the qualification the learner should start. This involves examining their previous learning and current skills in accounting.

- Those with some accounting experience may start at the level 4 qualification. Rarely, someone very experienced in accounting might start at the final level: 5. The AAT provides an online tool to help providers assess the right starting point for each learner.

**ACCESS TO THE QUALIFICATION:**

- The qualification is open to any learner in possession of a National Senior certificate, giving access to certificate study at higher education level.

**QUALIFICATION RULES**

N/A

**EXIT LEVEL OUTCOMES**

- Demonstrate competence in the processing of sales and receipts.
- Process purchases and payments correctly.
- Be able to process petty cash, reconcile accounts and prepare an initial trial balance.
- Present financial data for internal and external use.
- Be able to operate a computerised accounting system.
- Maintain accurate records relating to capital acquisition and disposal.
- Collect and collate information for the preparation of final accounts.
- Prepare the final accounts of sole traders and partnerships.
- Record and analyse information relating to direct costs and revenues.
- Record and analyse information relating to the allocation, apportionment and absorption of overhead costs.
- Prepare and evaluate estimates of costs and revenues.
- Monitor and control cash receipts and payments.
- Manage cash balances effectively.
- Be able to assess risk of debtor accounts.
- Monitor and control the collection of debts.
- Apply general principles and procedures for ethical compliance expected within the accounting sector.
- Develop, maintain and apply ethics in employer/employee situations and in public practice.