

Certificate: Local Government Accounting

SAQA QUAL ID	QUALIFICATION TITLE	
59751	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
National Certificate	Field 03 - Business, Commerce and Management Studies	Finance, Economics and Accounting
MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL
120	Level 3	NQF Level 03
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 effectively fulfil an accounts clerk type role in local government.

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

It is assumed that the learners accessing this qualification are competent in:

- Language, Literacy, Communications and Mathematical Literacy at NQF Level 5.

RECOGNITION OF PRIOR LEARNING:

- 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.

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.
- Present financial data for internal use.
- Monitor and control cash receipts and payments.
- 6 Manage cash balances effectively.
- Be able to grant credit accurately.
- 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.
- Perform effectively in the workplace:
 - Identify and prioritise work tasks taking account of organisational procedures and prepare a work plan.
 - Monitor and report progress against work plans and deadlines, adapting as necessary.
 - Communicate courteously with, and support, colleagues in work tasks to build effective working relationships.
 - Follow organisational procedures to find workable solutions to conflicts or difficulties in working relationships.
 - Review and evaluate performance and identify and agree training and development needs and objectives taking account of current work tasks and career goals.
 - Organise and monitor your work area so that conditions promote an effective and efficient working environment.
 - Refer problems and queries to the appropriate person where resolution is beyond your authority or expertise.