

## **ACCOUNTING CERTIFICATION NATIONAL CERTIFICATE: BOOKKEEPING**

**ICB Membership Designation: CJBICb (SA)**

**Title with ICB Designation: Certified Junior Bookkeeper**

**SAQA ID: 58375-NQF L3 - 120 Credits**

**are you...?**

running a small business?

juggling the finances of a growing company?

considering starting a business of your own someday?

known to have a good head for numbers?

aiming to be employed in a finance Industry?

thinking of opening your own bookkeeping practice one day?

The Accounting profession is a succession of levels from Bookkeeper to Accountant. Believers Care Society is accredited by ICB as quality assurer for FASSET-SETA. Through this programme students are prepared to move up the ladder from a Junior-level position in bookkeeping up to a most senior position as Technical Financial Accountant. The Bookkeeping and Financial Accounting program focuses on business literacy, Bookkeeping to trial balance, payroll and SARS returns.

**DUTIES:**

Complete monthly bookkeeping to trial balance; reconcile supplier statements, inventory systems and bank statements; calculate PAYE / SDL / UIF remuneration; monthly EMP201 returns and EMP deductions; annual EMP501, IRP5, IRP6 and IT3a documents and VAT returns.

**Subjects / Learning areas/ Module is a course on its own.**

**Each module has mapping to Unit standards and can be completed as a skills programme for duration of 3 months each, attracting its own statement of result from ICB and certification through BCS Academy. Full programme is 12 months duration with Certification from ICB.**

**MODULES COURSES {3 months each}**

- 1. Bookkeeping to trial Balance**
- 2. Payroll and Monthly SARS Returns**
- 3. Computerized Bookkeeping**
- 4. Business Literacy**

On completion of this level, a learner can then progress to the Senior Bookkeeper (Further education and Training Certificate Level 4) qualification.

### **CAREER OPPORTUNITIES / WHAT YOU CAN DO**

Accounts Clerk, Debtors Clerk, Creditors Clerk, Payroll Clerk. Complete monthly bookkeeping to trial balance; reconcile supplier statements, inventory systems and bank statements; calculate PAYE / SDL / UIF remuneration; monthly EMP201 returns and EMP deductions; annual EMP501, IRP5, IRP6 and IT3a documents and VAT returns.

PRE- QUALIFICATION: Grade.10 or equivalent

**Cost per delegate:** *Refer to price list / courses are on part time or correspondence*

