

**NATIONAL CERTIFICATE:
PUBLIC SECTOR ACCOUNTING
NQF L4 (SAQA ID: 20352) TOTAL CREDITS: 120**

If you want to work in finance in government or municipalities, this is the stream to study. This programme has been designed to address the lack of skills in the public sector and give students' knowledge that will help government run more productively. You'll learn how to produce high quality financial statements, implement basic internal controls, conduct effective internal auditing, and apply sound accounting and financial principles.

DUTIES:

Administer public accounts. Help improve public sector financial management by adding value, efficiency and productivity to government departments.

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.

Module courses { 3 months each }

- 1. Bookkeeping to Trial Balance (BKTB)**
- 2. Public Accounting Administration (PAAD)**
- 3. Computerised Bookkeeping (CPBK)**
- 4. Business Literacy (BUSL)**

CAREER OPPORTUNITIES / WHAT YOU CAN DO

Public Accounts Administrator.

PRE- QUALIFICATION:

Grade 11 (Std 9), NQF L3 or an equivalent.

You must be at least 16 years of age. No prior accounting knowledge needed.

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

