

# ACCOUNTING TECHNICIANS (SOUTH AFRICA) NQF LEVEL 4

SAQA ID 77143

**15 contact days (18 months)**

**PRICE R53 950**

*Please note that this cost includes textbooks,  
excludes venue, food and refreshments.*

## OVERVIEW

This 12-month qualification introduces delegates to more complex accounting skills and tasks such as maintaining cost accounting records and the preparation of reports and returns. The Accounting Technicians (SA) qualification can advance careers in finance and accounting and aim to equip delegates to make a valuable contribution to businesses, departments or business units. Accounting Technicians (SA) NQF Level 4 is the second qualification on the continuum and leads to Accounting Technicians (SA) Level 5.

Entry criteria to this qualification is a computer-based pre-assessment. The Accounting Technicians (SA) qualification is quality controlled by SAICA and falls under their auspices. Accounting Technicians play a key support role in accounting, finance and business, competently working across all sectors of the economy to improve organisational productivity and efficiency. The qualification enables accounting technicians to occupy diverse roles including senior bookkeeper, debtors' clerk, creditors' clerk and junior accountant and as such provides the professional latitude to execute a wider scope of job content.

This qualification is equally applicable to employees and unemployed persons. From an employee perspective it provides increased practical knowledge and for the unemployed it lays the foundation for a career in finance and related fields.

## ABOUT US

MBAT(Pty)Ltd is a registered TVET college with a national footprint across South Africa. We are a professional and dynamic team providing quality further education and training, to encourage the transformation and development of the labour market. We run programs across all the Provinces as we have a large network that allows us to deliver as required per project we implement.

Our mission is to serve the needs of diverse employment sectors by offering excellent development programmes through outstanding service delivery and thus addressing critical skills shortages in the South African economy.

*AT(SA) is a recognized learnership and therefore the 12H tax rebate incentive applies to all successful learners.*

## SESSIONS

### Accounts Preparation I

- Principles of accounts
- Accounting for fixed assets preparations
- Extending the trial balance using accounting adjustments preparations

### Cost and Revenues

- Principles of costing
- Advise on the most appropriate costing methods use in an organisation
- Understand the principles of using costing as a decision-making tool
- Providing cost and revenue information

### Professional Ethics in Accounting and Finance

- Principles of ethical working in accountancy / payroll preparations
- Ethics: internal and external customers preparations
- Appropriate actions following suspected breaches of ethical codes

### Accounts Preparation II

- Prepare accounts for partnerships
- Prepare final accounts for sole traders

### Indirect Tax

- VAT regulations
- Principles of VAT
- Preparing and completing VAT returns

### Spreadsheet Software

- Entering, editing and organising numerical and other data.
- Select and use appropriate formulae and data analysis tools and techniques

### Cash Management

- Understanding the external environment & the impact of organizational management of cash assets.
- Accounting & business techniques used to improve the efficiency of cash management procedures.
- Preparation of income and expenditure forecasts, using forecasting to monitor cash flow.
- Understanding the external environment & the impact of organizational management of cash assets.
- Accounting & business techniques used to improve the efficiency of cash management procedures.





## ENTRY REQUIREMENTS

It is assumed that the learners accessing this qualification have a National Senior Certificate and are competent in communication and mathematics at NQF Level 3. The qualification is open access and providers should assess the suitability of potential learners in terms of their literacy and numeracy.

## RECOGNITION OF PRIOR LEARNING

The qualification can be attained in whole or in part through the recognition of prior learning. The method of assessing the learners' prior learning will be determined jointly by the provider and learner. The qualification has open access and providers should assess the suitability of potential learners in terms of their literacy and numeracy.

## INTERNATIONAL COMPARABILITY

The Qualification is comparable with the AAT Accounting Qualification, which is delivered in 16 countries and recognised internationally. The Qualification allows learners entrance into the accountancy profession, so learners can use it to work outside South Africa. Particularly relevant is the recognition of the qualification in Botswana, Swaziland and Zambia. The qualification is based upon occupational standards recognised by the Eastern, Central and Southern African Federation of Accountants (ECSAFA). ECSAFA includes South African representation, and this alignment demonstrates the relevance of the qualification to the South African economy and employment market.

## LEARNING OUTCOMES

- Communicate with clients in two languages.
- Perform mathematical calculations in the workplace.
- Process petty cash, reconcile accounts and prepare an initial trial balance.
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- Operate a computerised accounting system.
- Maintain accurate records relating to capital acquisition and disposal.
- Collect and collate information for the preparation of final accounts.
- Grant credit accurately.
- Prepare and evaluate estimates of costs and revenues.
- Monitor and control cash receipts and payments.
- Monitor and control the collection of debts.
- Develop, maintain and apply ethics in employer/employee situations and in public practice.
- Present financial data for internal and external use.