



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

Qualified accounting technicians, with a competency-based qualification, make a valuable contribution to organisational and national economic success. The AT(SA) qualification has the benefit of being internationally designed against a global standard and quality assured by the South African Institute of Chartered Accountants (SAICA).

This Accounting Qualification gives delegates access to develop within the accounting field. It covers all sectors of the South African economy, from the public sector, to accountancy practice, to industry and commerce, banking and the broader financial services sector.

## Target Audience

Every senior accountant needs the support of skilled, competent accounting technicians to undertake the operational work.

Those holding the qualification can work in all sectors of the economy in a number of positions, including accounts clerk, wages clerk, accounts assistant, sales ledger clerk, tax assistant and bookkeeper. Many progress to become more senior in the accounts field and move on to hold positions such as Financial Controller and Accounts Manager.

## Entry Requirements

- It is assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy.
- The qualification is open access and the training provider undertakes an initial assessment to determine at which stage of the qualification the delegate should begin. This involves examining their previous learning and current skills in accounting.

## Workplace Requirements

- It would be highly beneficial to be working in some sort of a finance roll to ensure some exposure, but not compulsory at Level 3.
- Access to a Laptop or PC for course assignments and submissions.

## Finance & Accounting

# Certificate: Accounting Technician

### FASSET Certification

SAQA ID: 73710

NQF Level: 3

Credits: 120

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Demonstrate theoretical and practical understanding of programme content through assessment.
- Participate in and contribute to group discussions, practical work and activities
- Be declared competent by allocated Assessors, Moderators and SETA Verifiers to obtain certification.

Upon successful completion of the qualification, delegates will be issued with a Statement of Achievement and a Certificate: Accounting Technician SAQA ID 73710 NQF Level 3.

AT(SA) will host an annual graduation ceremony for all students who have completed this qualification.

## Learning Outcomes

By the end of the qualification, you will be able to:

- Demonstrate competence in the processing of sales and/or receipts and present data
- Process purchases and/or payments correctly
- Monitor and control cash receipts and payments
- Process petty cash, reconcile accounts and prepare an initial trial balance
- Monitor and control debt collection
- Process documents related to goods and services supplied
- Apply general principles and procedures for ethical compliance expected within the public accounting sector
- Perform effectively in the workplace within the public sector environment
- Present financial data for internal and external use
- Manage cash balances effectively.



## Course Content

**Certificate: Accounting Technician**  
**Accreditation Body: FASSET and SAICA**  
**Membership: AT(SA)**

**SAQA ID: 73710 | Learning Programme ID: NA**  
**NQF Level: 3 | Credits : 120**

### Basic Accounting I

- Understand the role of the books of prime entry
- Understand the principles of coding
- Understand the double entry bookkeeping system
- Understand the various types of discount
- Prepare the financial documents to be sent to credit customers
- Enter sales invoices and credit notes into the appropriate books of prime entry
- Process payments from customers
- Process suppliers' invoices and credit notes
- Enter suppliers' notes and credit notes into the appropriate books of prime entry
- Prepare payments to suppliers
- Process ledger transactions from the books of prime entry
- Prepare ledger balances and the initial trial balance

### Basic Accounting II

- Complete a petty cash voucher
- Maintain an analysed petty cash book
- Maintain the petty cash balance
- Maintain a three column analysed cash book
- Reconcile a bank statement with the cash book
- Understand the use of the journal
- Open a new set of double entry book keeping records using the journal
- Use a journal to correct errors disclosed and not disclosed by the trial balance
- Create and clear a suspense account using the journal
- Use the journal to record other transactions
- Understand control accounts
- Prepare sales and purchase ledger and tax control accounts
- Reconcile sales and purchase ledger and tax control accounts

### Basic Costing

- Demonstrate an understanding of the cost recording system within an organisation
- Recognise the component parts of a cost recording system and how it operates
- Use the cost recording system to record or extract information
- Provide Information on actual and expected costs

### Work Effectively In Accounting & Finance

- Understand the accounting and payroll function within an organisation
- Demonstrate a range of effective communication skills
- Work independently or as part of a team
- Develop Skills and knowledge to meet personal and organisational needs

### Computerised Accounting

- Access, enter and edit accounting information
- Select and use tools and techniques to process business transactions
- Produce accounting documents and summary reports to meet the requirements



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## Our Accredited Organisations



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