

FINANCIAL ACCOUNTING PROGRAMME

Bookkeeping and Accounting are recognized as scarce skills in South Africa. With these qualifications you will become much more employable and you can build a career from Junior Bookkeeper up to Financial Accountant with your ICB studies. You can therefore start at the lowest level, and build up your qualification step by step. These courses are accessible to anyone. The entry criteria for Bookkeeper is Grade 10 (Standard 8) or equivalent. You have to be 16 years of age. And you need no previous knowledge or experience of accounting.

BOOKKEEPER

12 MONTHS

Entry requirements

Grade 10 (Std 8) or equivalent. You must be at least 16 years old.

SUBJECTS

- 1 Bookkeeping to Trial Balance (BKTB)
- 2 Payroll and Monthly SARS Returns (PMSR)
- 3 Computerised Bookkeeping (CPBK)
- 4 Business Literacy (BUSL)

NQF LEVEL

National Certificate:
Bookkeeping
NQF L3 (SAQA ID: 58375)
Total credits: 120

SENIOR BOOKKEEPER

+ 6 MONTHS

Entry requirements

Successful completion of the previous subjects (1-4).

SUBJECTS

- 5 Financial Statements (FNST)
- 6 Cost and Management Accounting (CMGT)

NQF LEVEL

Further Education and Training Certificate:
Bookkeeping
NQF L4 (SAQA ID: 58376)
Total cumulative credits: 130

ACCOUNTING TECHNICIAN

+ 6 MONTHS

Entry requirements

Successful completion of the previous subjects (1 - 6).

SUBJECTS

- 7 Income Tax Returns (ITRT)
- 8 Business Law and Accounting Control (BLAC)

NQF LEVEL

National Diploma:
Technical Financial Accounting
NQF L5 (SAQA ID: 36213)
Total cumulative credits: 251

FINANCIAL ACCOUNTANT

+ 12 MONTHS

Entry requirements

Successful completion of the previous subjects (1-8).

SUBJECTS

- 9 Corporate Strategy (CRPS)
- 10 Management Accounting Control Systems (MACS)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP)
(By short dissertation, topic: Public Accounting)

NQF LEVEL

National Diploma:
Financial Accounting
NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280

WHAT YOUR JOB TITLE COULD BE:

Foundation Level Job Title:

Junior Bookkeeper, Accounts Clerk, Reconciliation Clerk, Payroll Clerk, Accounts Payable/Receivable Clerk

Intermediate Level Job Titles:

Senior Bookkeeping, Junior Accountant, Assistant Accountant, Financial Service Officer, Credit Controller, Business Analyst

Intermediate Level Job Title:

Technical Financial Accountant, Financial Manager, Accounting Technician, Tax Technician, Financial Services Manager

Advanced Level Job Title:

Financial Accountant, Accounting Officer, Tax Practitioner, Tax Consultant, Management Accountant, Assistant Manager