Certificate

Accounting Technician:

SAQA ID 77143 | 120 Credits

STUDENT

NQF LEVEL 3

at accounting technicians
SOUTH AFRICA

The confidence to do more.

AT(SA) is a competency-based accountancy qualification and membership designation offered by the South African Institute of Chartered Accountants (SAICA), the foremost accountancy institute in South Africa.

The qualification promotes the theory and practice of accountancy and offers prospects a solid foundation in accounting, finance and business practice.

The underpinning designation is SAICA's entry level designation that enables students to move from being unskilled and unqualified to being respected accountancy and finance professionals. AT(SA) qualifications are designed against global standards and are quality assured by SAICA to ensure relevance to the South African workplace. AT(SA) is accessible to aspirant accountants who operate at foundational business levels.

DESCRIPTION

This entry level Accounting Technician qualification, allows students access into the profession without any previous knowledge of accounting. Students are introduced to the basic principles of accounting, costing, general workplace skills and computerised accounting Graduates will be able to fulfill support roles in all sectors of the economy in a number of roles – including accounts clerk, accounts assistant, tax assistant and junior bookkeeper.

MEMBERSHIP

To ensure ongoing professional development, this qualification leads to Accounting Technician membership of SAICA. Members are provided with support, advisory services, networking opportunities and access to learning interventions to reinforce the skills and competencies required to perform optimally within their current roles and advance their careers over time.

ASSESSMENT

Units of learning within this qualification are assessed using computer-based assessments which test students' ability to apply newly acquired skills and competencies in the work environment.

PROGRAMME OUTLINE

This qualification consists of 5 core units, all of which have to be completed to obtain the Certificate. The qualification covers the following units:

01 Basic Accounting I

- 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 theappropriate 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

> " *This qualification is aimed at building capacity in accounting technicians within the public sector.* "

02 Basic Accounting II

- 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

03 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

04 Basic Costing

Basic Principles of 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

Provide basic Cost and Revenue Information
- Use the cost recording system to record or extract information
- Provide Information on actual and expected costs

05 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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TYPE OF PROGRAMME

Full Time, Part Time or Distance Learning

DURATION

Please contact your training provider for details on the delivery medium and number of contact days.

ADMISSION

It is assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy at NQF level 4. Training providers may undertake an initial assessment to determine at which level of the 3 suite qualification the student should begin.

AT(SA) REGISTRATION PROCEDURES

Student are required to register with AT(SA) through accredited training providers. First registrations require **the following documentation:**

• Certified copy of a valid SA ID document
• Certified copy of a valid school certificate
• Valid passport, Study permit, SAQA verification certificate of foreign results

CERTIFICATION

Successful students will be awarded an FET Certificate in Accounting at NQF Level 4 (SAQA ID 77143) and a Statement of Results detailing the units of learning completed. The AT (SA) hosts an annual graduation to celebrate the achievements of all successful students.

NEED MORE INFORMATION?

Contact AT(SA) on +27(0) 11 621 6600, visit: **www.accountingtechnicianssouthafrica.co.za** or email **info@accountingtechnicianssouthafrica.co.za**