



NQF Level 5 | Services SETA

Bookkeeper

Develop professional bookkeeping skills for financial record management and accounting support. This comprehensive qualification prepares you for a career in financial services and accounting.

364

Credits

36

Months

NQF 5

Level



Qualification Overview

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This Bookkeeper qualification provides comprehensive training in financial record-keeping, accounting principles, and business financial management. The programme combines theoretical knowledge with practical skills needed to maintain accurate financial records and support business decision-making processes.

Learning Outcomes

Upon completion of this qualification, learners will be able to:

-  Record and process financial transactions using accounting software
-  Prepare and reconcile financial statements and reports
-  Manage accounts payable and receivable
-  Process payroll and handle tax compliance
-  Apply principles of cost and management accounting
-  Maintain proper filing systems and financial records

Core Modules

Module 1: Computer Skills

- End user computing and digital literacy

Module 2: Introduction to Bookkeeping

- Accounting system fundamentals
- Bookkeeping practice
- Financial accounting
- Use a recognised accounting system to record accounting and related calculations to validate the legitimacy and accuracy of documents and records relating to payments, receipts and other financial transactions

- Maintain and update filing of financial records either manually or using electronic devices
- Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of work

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Module 3: Management Accounting

- Basic Principles of Cost and Management Accounting

Module 4: Taxation

- Basic taxation
- Principles of Taxation

Module 5: Financial Analysis

- Basic business calculations
- Apply fundamental financial techniques to perform bookkeeping duties with accuracy

Module 6: Project Management

- Professional communication and correspondence

Module 7: Business Communication

- Business communication and customer services
- Ready for work standards
- Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards
- Apply knowledge of accounting principles and practices in order to identify and solve problems according to professional and ethical standards

Workplace Experience Modules

Year 3 Workplace Training

- Record and calculate financial transactions using an accounting information system
- Reconcile records of sales and financial transactions
- Develop and use spreadsheets to perform financial calculations
- Assist with the calculation of the cost of a product or service for purchasing/manufacturing purposes
- Assist with preparing operational budget
- Prepare financial reports
- Prepare statutory returns for tax compliance purposes
- Record inventory and assets
- Process payroll transactions using computerised software
- Support administrative processes given in financial unit
- Handle customer and clients queries and liaison in relation to financial matters
- Apply correct and timely processes to all financial supportive tasks for the unit/division
- Audit packs prepared under supervision according to internal control procedures

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Qualification Details

SETA	Services SETA
NQF Level	Level 5
Credits	364 Credits
Duration	36 Months
SAQA ID	98959

Career Opportunities

 [Our Free Value Adds](#)

-  Professional Bookkeeper
-  Accounts Clerk
-  Financial Assistant
-  Payroll Clerk
-  Accounting Technician
-  Small Business Financial Advisor

Need Help?

Contact our qualification specialists for guidance.

help@speccon.co.za

Related Qualifications

Explore other Services SETA qualifications



NQF Level 4

Business Administration



NQF Level 5

Project Manager

 Our Free Value Adds



NQF Level 6

Quality Manager



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