

Occupational Certificate: Bookkeeper NQF 5

^ PURPOSE

The purpose of this qualification is to provide a learner with an informed understanding of bookkeeping in order to operate as a bookkeeper.

A qualified learner will be able to:

- Use standard computer software packages to perform accounting and related calculations to verify the 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 fundamental financial techniques to perform bookkeeping duties.
- Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards.
- Calculate, compile and complete relevant South African Revenue Service returns in relation to payroll in an organisation.
- Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of day-to-day work.

^ COURSE CONTENT

Module 1: Introduction to Bookkeeping

- Book keeping practice
- Financial accounting
- Basic principles of cost and management accounting
- Apply fundamental financial techniques to perform bookkeeping duties with accuracy

Module 2: Bookkeeping and Computers

- Accounting information systems
- End user computing
- 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
- Record and calculate financial transactions using an accounting information system
- Develop and use spreadsheets to perform financial calculations
- Process payroll transactions using computerised software

Module 3: Taxation

- Basic taxation
- Principles of taxation
- Prepare statutory returns for tax compliance purposes

Module 4: Bookkeeping in Business

- Business communication and customer services
- Basic business calculations
- Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards
- Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of work

Module 5: Ethics and Dispute Resolutions

- Ready for work standards
- Apply knowledge of accounting principles and practices in order to identify and solve problems according to professional and ethical standards
- Handle customer and clients queries and liaison in relation to financial matters

Module 6: Project Management

- Introductory project management

Module 7: Asset Management

- Maintain and update filing of financial records either manually or using electronic devices
- Record inventory and assets
- Assist with the calculation of the cost of a product or service for purchasing/manufacturing purposes

Module 8: Budgets and Financial Reports

- Assist with preparing operational budget
- Preparation of financial reports
- Support administrative processes given in financial unit
- Apply correct and timely processes to all financial supportive tasks for the unit/division
- Audit packs prepared under supervision according to internal control procedures

^ DELIVERY

- Duration: 36 Months
- Delivery: Classroom/online/blended

^ ENTRY LEVEL REQUIREMENTS

- NQF Level 4 with Mathematics

^ CAREER POSSIBILITIES

- Accountant
- Financial Manager

^ ACCREDITATION

- Occupational Certificate : Bookkeeper
- Accreditation: QCTO
- SAQA ID: 98959
- NQF Level: 5

MORE INFO

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