

Advanced Municipal Finance and Leadership Development

1. Overview

The purpose of this programme is to equip participants working in the Public Sector, particularly within Municipal Finance Management and Administration, with the knowledge and practical skills required to effectively administer municipal accounting and budgeting processes, apply project management tools, and demonstrate leadership skills in managing stakeholder relationships.

The programme aims to strengthen financial governance, improve project implementation, and enhance leadership capacity within municipalities and related public sector institutions.

2. Programme Outcome:

- Demonstrate an understanding of and apply elements of a municipal accounting system
- Implement and use a municipal accounting information system effectively
- Process payroll transactions within a municipal environment
- Apply budgeting principles to manage municipal financial resources
- Plan and prepare the municipal budget and financial reporting cycle
- Apply accrual accounting procedures, including accruals and prepayments, to monitor control accounts
- Demonstrate an understanding of project management tools and techniques
- Use appropriate project management tools in small projects or as a team member in larger projects
- Monitor project performance and apply corrective action where necessary
- Explain and apply leadership strategies to manage various role players and stakeholders
- Create an enabling and advisory environment within the institution
- Enhance institutional accountability in stakeholder and community relations
- Analyse and manage relationship dynamics effectively
- Develop and implement a communication strategy to strengthen stakeholder engagement

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0223
SAQA US:	123458, 120385, 120391
NQF Level:	4
Credits:	30
Entry Requirements:	A National Senior Certificate (Grade 12)
Training Options:	Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

(123458 US): Administer accounting and budgeting for input into municipal financial resource management

(120385 US): Apply a range of project management tools and techniques

(120391 US): Apply leadership skills to relationship management

4. Topics

Module 1: Municipal Accounting Systems

- Overview of Municipal Finance Management
- Legislative and regulatory framework
- Elements of a municipal accounting system
- Municipal accounting policies and procedures
- Accrual accounting (accruals and prepayments)
- Monitoring and managing control accounts

Module 2: Municipal Budgeting & Financial Reporting

- Principles of public sector budgeting
- Budget planning and preparation cycle
- Medium-term budgeting frameworks
- Financial reporting requirements
- Budget monitoring and expenditure control

Module 3: Payroll Administration in Municipalities

- Payroll systems and processes
- Statutory compliance and deductions
- Payroll controls and reconciliations

We trust that the above is in order and look forward to hearing from you for Implementation

Module 4: Project Management Tools & Techniques

- Introduction to project management concepts
- Project life cycle phases
- Project planning tools (WBS, schedules, Gantt charts)
- Resource allocation and risk management
- Project monitoring and evaluation
- Corrective action and problem-solving

Module 5: Leadership in Relationship Management

- Leadership styles and strategies in the public sector
- Stakeholder identification and analysis
- Managing stakeholder expectations
- Communication strategies and engagement plans
- Institutional accountability and governance
- Managing conflict and building collaborative partnerships

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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