

Public Sector Financial Reporting & Budget Management

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to apply ethical standards, accounting principles, and cash and investment management techniques in the public sector. Participants will develop the competencies to prepare financial reports, manage public funds responsibly, ensure compliance with legislation, and uphold professional standards that promote transparency, accountability, and good governance.

2. Programme Outcome:

- Apply ethical principles and professional standards in the public sector
- Interpret legislation and codes of conduct governing public sector finance
- Demonstrate ethical decision-making in financial management
- Apply accounting principles and procedures to prepare financial reports
- Process financial transactions and prepare financial statements
- Manage cash transactions, receivables, and liabilities effectively
- Apply South African legislation relating to municipal cash, revenue, and investment management
- Promote sound financial governance and accountability within public sector institutions

Qualification:

Certificate of Completion

Duration:

5-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0989

SAQA US:

119342, 119350, 116346

NQF Level:

5

Credits:

33

Entry Requirements:

NQF Level 4 qualification

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.

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

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

3. Programme Content

- **(119342 US):** Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration
- **(119350 US):** Apply accounting principles and procedures in the preparation of reports and decision making
- **(116346 US):** Apply techniques and South African statutes to cash and investment management in a municipal environment

4. Topics

Module 1: Ethics and Professional Conduct in the Public Sector

- Principles of Public Sector Ethics
- Professional Values and Standards
- Codes of Conduct
- Public Sector Legislation
- Ethical Decision-Making
- Managing Ethical Conflicts
- Accountability and Good Governance

Module 2: Public Sector Accounting and Financial Reporting

- Introduction to Public Sector Accounting
- Accounting Principles and Standards
- Financial Recording and Processing
- Preparation of Financial Statements
- Cash Management Procedures
- Accounts Receivable and Payables
- Financial Reporting for Decision-Making
- Internal Financial Controls

Module 3: Municipal Cash and Investment Management

- Municipal Financial Management Framework
- Cash Flow Management
- Revenue Management
- Investment Management
- South African Municipal Finance Legislation
- Treasury and Cash Management Techniques
- Financial Risk Management
- Financial Sustainability and Service Delivery

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

5. Target Market

This programme is suitable for:

- Public Sector Finance Practitioners
- Municipal Finance Officials
- Chief Financial Officers (CFOs)
- Finance and Accounting Officers
- Budget and Treasury Officials
- Financial Administrators
- Internal Auditors
- Risk and Compliance Officers
- Public Sector Managers
- Government Officials involved in financial management and administration

6. 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.

7. 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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