Municipal Financial Management

1. Overview

This programme equips participants with the knowledge and practical skills required to understand municipal financial management, budgeting, accounting principles, financial literacy, and data analysis within a Local Government environment. Participants will develop the ability to interpret municipal budgets, apply basic accounting principles, analyse financial information using mathematical techniques, and use data to support informed decision-making. The programme prepares learners to contribute effectively to financial administration, budgeting, and evidence-based planning in municipalities and other public sector organisations.

2. Programme Outcome:

- Explain the principles of municipal financial management and budgeting
- Describe the municipal budgeting process and its importance in service delivery
- Identify municipal revenue sources and their contribution to financial sustainability
- Apply basic accounting principles and terminology within a financial environment
- Explain and apply the double-entry bookkeeping system
- Reconcile financial accounts using appropriate accounting procedures
- Apply mathematical techniques to manage budgets, income, expenditure, and financial transactions
- Calculate and interpret interest, inflation, depreciation, appreciation, profit, and loss
- Collect, organise, analyse, and interpret data to solve workplace problems
- Apply probability concepts and data analysis techniques to support decision-making

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0298
SAQA US:	244295, 117111, 7456, 9012
NQF Level:	3
Credits:	20
Entry Requirements:	Basic Mathematical & Numeracy skills
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

3. Programme Content

- **(244295 US):** Demonstrate an understanding of municipal financial management and budgeting
- **(117111 US):** Apply knowledge of basic accounting principles to financial services
- **(7456 US):** Use mathematics to investigate and monitor the financial aspects of personal, business and national issues
- **(9012 US):** Investigate life and work-related problems using data and probabilities

4. Topics

Module 1: Introduction to Municipal Financial Management

- Overview of municipal financial management
- Principles of financial governance
- Legislative framework for municipal finance
- Financial accountability and transparency
- Roles and responsibilities in municipal finance

Module 2: Municipal Budgeting

- Definition and purpose of a budget
- Budget planning principles
- Municipal budget cycle
- Revenue and expenditure management
- Budget monitoring and reporting
- Financial sustainability in Local Government

Module 3: Municipal Revenue Management

- Sources of municipal revenue
- Rates, taxes, grants, and service charges
- Revenue collection processes
- Financial planning and resource allocation
- Challenges in municipal revenue management

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

Module 4: Basic Accounting Principles

- The role of accounting in financial management
- Accounting terminology
- Source documents
- Accounting concepts and conventions
- Recording financial transactions
- Introduction to financial statements

Module 5: Double-Entry Bookkeeping and Account Reconciliation

- Principles of double-entry accounting
- Debits and credits
- General ledger accounts
- Trial balances
- Bank reconciliations
- Maintaining accurate financial records

Module 6: Financial Mathematics

- Budget calculations
- Personal and business budgeting
- Income and expenditure analysis
- Profit and loss calculations
- Cost price and selling price
- Inflation and depreciation
- Simple and compound interest
- Financial decision-making

Module 7: Data Collection and Analysis

- Identifying workplace problems
- Collecting and organising data
- Data representation using tables and graphs
- Interpreting statistical information
- Identifying trends and patterns

Module 8: Probability and Decision-Making

- Introduction to probability
- Random events
- Risk assessment
- Using probability in workplace decisions
- Applying data to financial planning
- Evidence-based decision-making

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

ProudAfrique Human Capital (Pty) Ltd
Xanado on Smit, 231 Smit Street, Fairland, Gauteng, 2170
Tel: 011 678 1445 | Fax: 086 459 5925 | www.pahc.org.za | info@pahc.org.za

Module 9: Integrating Financial Management and Data Analysis

- Using financial information to support municipal planning
- Monitoring financial performance
- Budget control and reporting
- Solving financial problems using data
- Best practices in municipal financial administration
- Continuous improvement and financial accountability

5. Target Market

This programme is suitable for:

- Municipal Finance Officers
- Finance and Budget Clerks
- Accounting Clerks
- Debtors and Creditors Clerks
- Financial Administrators
- Municipal Treasury Officials
- Revenue Management Officers
- Administrative Officers responsible for financial processes
- Public Sector Finance Practitioners
- Learners pursuing careers in Municipal Finance Management
- Individuals seeking employment in Local Government finance and administration
- Employees responsible for budgeting, financial reporting, or data analysis

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.

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