

# Certificate: Accounting Technician

SAQA ID 73710 | 120 Credits

NQF LEVEL

3



The confidence to do more.

STUDENT

## DESCRIPTION

Qualified accounting technicians, with a competency-based qualification, make a valuable contribution to organisational and national economic success. The AT(SA) qualification has the benefit of being internationally designed against a global standard and quality assured by the South African Institute of Chartered Accountants (SAICA).

This Accounting Qualification gives learners access to develop within the accounting field. It covers all sectors of the South African economy, from the public sector, to accountancy practice, to industry and commerce, banking and the broader financial services sector.

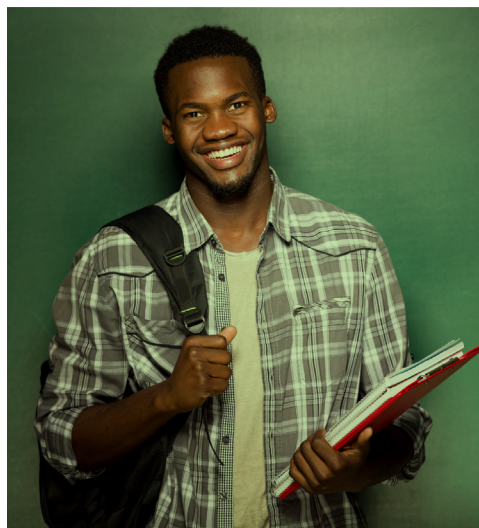
Every senior accountant needs the support of skilled, competent accounting technicians to undertake the operational work. Those holding the qualification can work in all sectors of the economy in a number of positions, including accounts clerk, wages clerk, accounts assistant, sales ledger clerk, tax assistant and bookkeeper. Many progress to become more senior in the accounts field and move on to hold positions such as Financial Controller and Accounts Manager.

## MEMBERSHIP

To ensure ongoing professional development, this qualification leads to membership of AT(SA). In addition to Professional Body Membership, members are provided with support, advice and learning interventions.

This helps to reinforce the skills and competencies required to perform optimally within their roles and advance their careers over time.

## PROGRAMME OUTLINE



### 01 Basic Accounting I

- Understand the role of the books of prime entry
- Understand the principles of coding
- Understand the double entry bookkeeping system
- Understand the various types of discount
- Prepare the financial documents to be sent to credit customers
- Enter sales invoices and credit notes into the appropriate books of prime entry
- Process payments from customers
- Process suppliers' invoices and credit notes
- Enter suppliers' notes and credit notes into the appropriate books of prime entry
- Prepare payments to suppliers
- Process ledger transactions from the books of prime entry
- Prepare ledger balances and the initial trial balance

### 02 Basic Accounting II

- Complete a petty cash voucher
- Maintain an analysed petty cash book
- Maintain the petty cash balance
- Maintain a three column analysed cash book
- Reconcile a bank statement with the cash book
- Understand the use of the journal
- Open a new set of double entry book keeping records using the journal
- Use a journal to correct errors disclosed and not disclosed by the trial balance
- Create and clear a suspense account using the journal
- Use the journal to record other transactions
- Understand control accounts
- Prepare sales and purchase ledger and tax control accounts
- Reconcile sales and purchase ledger and tax control accounts

### 03 Work Effectively In Accounting & Finance

- Understand the accounting and payroll function within an organisation
- Demonstrate a range of effective communication skills
- Work independently or as part of a team
- Develop Skills and knowledge to meet personal and organisational needs

### 04 Basic Costing

#### Basic Principles of costing

- Demonstrate an understanding of the cost recording system within an organisation
- Recognise the component parts of a cost recording system and how it operates

#### Provide basic Cost and Revenue Information

- Use the cost recording system to record orextract information
- Provide Information on actual and expected costs

### 05 Computerised Accounting

- Access, enter and edit accounting information
- Select and use tools and techniques to process business transactions
- Produce accounting documents and summary reports to meet the requirements

## TYPE OF PROGRAMME



Full Time, Part Time or Distance Learning

## DURATION



Please contact your training provider for details on the delivery medium and number of contact days.

## ADMISSION



It is assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy. The qualification is open access and the training provider undertakes an initial assessment to determine at which stage of the qualification the learner should begin. This involves examining their previous learning and current skills in accounting.

## AT(SA) REGISTRATION PROCEDURES

Registration and enrolment as a student will be done with AT(SA) and the selected training provider.

### Annual / First Registrations require the following documentation

- Certified copy of the ID document,
- Certified copy of the school certificate,
- Other appropriate documents e.g. valid passport, valid study permit, SAQA verification certificate of foreign results, etc.

UNIT TITLE	SUMMATIVE ASSESSMENTS
Basic Accounting I	1 (Computer-based)
Basic Accounting II	1 (Computer-based)
Working Effectively in Accounting and Finance	1 (Project)
Basic Costing	1 (Computer-based)
Computerised Accounting	1 (Computer-based)

## CERTIFICATION

Upon successful completion of the qualification, learners will be issued with a Statement of Achievement and a Certificate:

- Accounting Technician SAQA ID 73710 NQF Level 3.

AT(SA) will host an annual graduation ceremony for all students who have completed this qualification.

## NEED MORE INFORMATION?

Contact AT(SA) on +27(0) 11 621 6600, visit: [www.accountingtechniciansouthafrica.co.za](http://www.accountingtechniciansouthafrica.co.za) or email [info@accountingtechniciansouthafrica.co.za](mailto:info@accountingtechniciansouthafrica.co.za)