

ICB FINANCIAL ACCOUNTING PROGRAMME



Every business needs someone to manage their books

Want to be able to offer indispensable bookkeeping and accounting skills, or become an accountant someday? This is the course for you. It will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research.

Get your first qualification after just 4 subjects!

There are 12 subjects which build on each other. You'll complete the ICB Financial Accounting: Foundation Level of this programme (and achieve the National Certificate: Bookkeeping) after successfully passing just four subjects. Keep studying and you'll progress through the Intermediate levels to the final, Advanced Level.

	FOUNDATION LEVEL	INTERMEDIATE LEVEL	UPPER INTERMEDIATE LEVEL	ADVANCED LEVEL
	DURATION: 12 MONTHS	DURATION: +6 MONTHS	DURATION: +6 MONTHS	DURATION: +12 MONTHS
ENTRY REQUIREMENTS	Grade 10 (Std 8) or equivalent. No prior accounting knowledge needed. You must be at least 16 years old.	Successful completion of the previous subjects (1-4) - i.e. hold the National Certificate: Bookkeeping.	Successful completion of the previous subjects (1-6) - i.e. hold the Further Education and Training Certificate: Bookkeeping.	Successful completion of the previous subjects (1-8) - i.e. hold the National Diploma: Technical Financial Accounting NQF L5 - or equivalent.
MY SUBJECTS	1 Bookkeeping to Trial Balance (BKTB)	5 Financial Statements (FNST)	7 Income Tax Returns (ITRT)	9 Corporate Strategy (CRPS)
	2 Payroll and Monthly SARS Returns (PMSR)	6 Cost and Management Accounting (CMGT)	8 Business Law and Accounting Control (BLAC)	10 Management Accounting Control Systems (MACS)
	3 Computerised Bookkeeping (CPBK)			11 Financial Reporting and Regulatory Frameworks (FRRF)
	4 Business Literacy (BUSL)			12 Research Theory and Practice (RTAP) (By short dissertation, topic: Financial Accounting)
WHAT I WILL BE ABLE TO DO	Monthly bookkeeping to trial balance (manual and computerised); disclose profit and financial position; reconcile suppliers, inventory and bank statements; calculate PAYE/UIF/SDL; payroll tax and other deductions; EMP201, EMP501, IRP5, IRP6 and IT3a documents and VAT returns.	Monthly bookkeeping; asset disposal; year-end adjustments; International Financial Reporting Standards for SMEs; branch accounts; incomplete records; analysis of financial statements; understand cash flow; basic cost and management accounts; prepare manufacturing accounts; costing and budgeting.	Complete a full set of accounts for a financial year; support management in finance and accounting; become a SAIT tax practitioner (once you meet their requirements); know the ins and outs of accounting, taxation (individuals and companies), auditing and business law.	Compile annual financial statements; register with SAIBA as an Accounting Officer (once you meet their requirements); work with Chartered Accountants and Auditors; have a thorough knowledge of accounting theory and practice, corporate strategy; and International Financial Reporting Standards.
WHAT MY TITLE CAN BE	Junior Bookkeeper, Accounts Clerk, Reconciliation Clerk, Payroll Clerk, Accounts Payable/Receivable Clerk.	Senior Bookkeeper, Junior Accountant, Assistant Accountant, Financial Services Officer, Credit Controller, Business Analyst.	Technical Financial Accountant, Financial Manager, Accounting Technician, Tax Technician, Financial Services Manager.	Financial Accountant, Accounting Officer (via SAIBA, see page 30). Tax Practitioner, Tax Consultant, Management Accountant, Assistant Manager.
NQF REGISTERED QUALIFICATION	National Certificate: Bookkeeping NQF L3 (SAQA ID: 58375) Total credits: 120	Further Education and Training Certificate: Bookkeeping NQF L4 (SAQA ID: 58376) Total cumulative credits: 130	National Diploma: Technical Financial Accounting NQF L5 (SAQA ID: 36213) Total cumulative credits: 251	National Diploma: Financial Accounting NQF L6 (SAQA ID: 20366) Total cumulative credits: 280