



Pro-Active College[®]
PUBLIC SERVICES COLLEGE (Pty)Ltd

» TARGET GROUP

This short course is designed for the public and private sector and is aimed at:

- Officials responsible for performing accounting functions and tasks;
- Officials who wish to develop a career pathway towards becoming a financial practitioner; and
- Managers.

» BENEFITS

The benefits of this short course include:

- Ability to apply public sector accounting principles and procedures;
- Thorough knowledge of legislation, regulations and prescripts;
- Thorough knowledge of financial transactions posted with the aid of a computerised accounting system;
- Detailed knowledge of the function and purpose of asset and liability (suspense) items; and
- Enhanced knowledge of financial system functions.

ABOUT US

- » Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

GOVERNMENT ACCOUNTING

This short course provides the learner with the knowledge, skills, attitudes and values to understand and apply the principles and concepts of accounting in the public sector.

The course includes all the necessary financial system references for those financial functions performed daily.



**UNIT
STANDARD
ALIGNED**



**PRACTICAL
TRAINING**



**OUTCOMES
BASED**

Designed and developed by Pro-Active College, this short course is aligned to the unit standard:

APPLY ACCOUNTING PRINCIPLES AND PROCEDURES IN THE PREPARATION OF REPORTS AND DECISION MAKING (US: 119350)

☎ 0861 727 726

🌐 www.proactivecollege.co.za

@ info@pscollege.co.za

📖 <https://elearn.connect-pscollege.co.za/>

» OUTCOMES

On completion of this short course, learners will be able to:

- Demonstrate an understanding of accounting principles, reporting requirements and the nature of functions in the public sector;
- Use accounting techniques and approaches to process financial information;
- Apply end of period accounting procedures in the preparation of financial statements;
- Apply procedures necessary for control over cash transactions and balances;
- Utilise procedures for reporting and recording accounts receivable; and
- Utilise procedures for recording and reporting on liabilities in the public sector.

» DURATION

Four-day contact session

» CERTIFICATION

Option 1: Certificate of Attendance

Option 2: Certificate of Competence, after successfully completing an assessment at the end of the contact session.

COURSE OUTLINE

LEARNING UNIT ONE

BASIC PRINCIPLES, REPORTING REQUIREMENTS AND THE NATURE OF FUNCTIONS IN THE PUBLIC SECTOR

- Introduction
- Accounting process
- Main users of accounting information
- Controlling government's financial affairs
- Useful financial information
- Basic costing concepts
- Comparison of Modified Cash Standard (MCS) of accounting recognition versus accrual standard of accounting recognition
- Comparison of manual and computerised accounting systems
- Specific accounting processes
- Information management systems
- Code structures
- Chart of accounts
- Accounting equation
- Classification of assets and liabilities

LEARNING UNIT TWO

ACCOUNTING TECHNIQUES AND APPROACHES TO PROCESS FINANCIAL INFORMATION

- Budgeting process in the government sector
- Professional ethics
- Standard Chart of Accounts (SCoA)

LEARNING UNIT THREE

PREPARATION OF FINANCIAL STATEMENTS

- Financial statements
- External audit reports
- Annual reports

LEARNING UNIT FOUR

CONTROL OVER CASH TRANSACTIONS AND BALANCES

- Recording financial transactions