**ENTRY LEVEL SUPERVISION FOR TEAM LEADERS**

SAQA US ID 119350 NQF level: 5 Credits: 15

**INTRODUCTION**

This programme is intended for people working within a Public Sector environment, specialising in Public Finance Management and Administration, where the acquisition of competence against this standard will add value to the participant’s job.

This programme is aligned to the following Unit Standards:

Apply accounting principles and procedures in the preparation of reports and decision-making (119350).

**PROGRAMME OUTCOMES**

On completion of this learning programme, learners will be able to:

* Demonstrate an understanding of accounting principles and reporting requirements and nature of accounting 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 receivables.
* Utilise procedures for recording and reporting on liabilities in the public sector.

**PROGRAMME OUTLINE**

**UNIT 1: Demonstrate an understanding of accounting principles and reporting requirements and nature of accounting functions in the public sector.**

* Explain the public sector accounting environment in the context of the public sector.
* Explain the nature of accounting principles, concepts and organisations influencing the development of accounting practice for the public sector.
* Implement appropriate accounting systems and procedures in the public sector environment.
* Explain treasury guidelines related to accounting.
* Understand the importance of maintaining accounting records that are updated in a timely manner.
* Understand the different financial reports that support management and decision making in the public sector.
* Understand the difference between the cash and accrual basis of accounting.

**UNIT 2: Use accounting techniques and approaches to process financial information.**

* Prepare the different accounting records that are necessary to process financial information. These include the general ledger, cash books, and fixed asset registers and stores ledgers.
* Prepare and analyse regular reports on the financial position, financial performance and cash-flows.
* Present information to decision-makers on the performance against the budget.
* Explain the use and role of the standard chart of accounts in the public sector.

**UNIT 3: Apply end of period accounting procedures in the preparation of financial statements**.

* Use appropriate end of period accounting procedures to finalise selected financial statements.
* End of period transactions and events are recognised, measured and recorded in finalising financial statements in accordance with standards applying to the public sector.
* Review and present year-end financial statements for approval to the appropriate person in the prescribe format.

**UNIT 4: Apply procedures necessary for control over cash transactions and balances.**

* Apply sound procedures for recording of cash receipts and payments.
* Prepare regular reconciliations of cash and bank (monthly basis).
* Identify and explain the principles and procedures underlying procedures of petty cash funds in the public sector.
* Apply generally recognised internal controls or principles in the handling of cash receipts and payments.

**UNIT 5: Utilise procedures for reporting and recording accounts receivables.**

* Apply sound procedures for issuing invoices for services rendered.
* Maintain and reconcile accounts receivable ledgers.
* Prepare an age analysis to monitor debtor payments effectively.
* Collections of bad debts and reports related thereto are completed.
* All legalities pertaining to the handing over of bad debt accounts are adhered to.
* Discounts and interest calculations are determined for accounts receivable according to agreed payment terms.

**UNIT 6: Utilise procedures for recording and reporting on liabilities in the public sector.**

* Compile and reconcile liabilities and their measurements.
* Calculate interest on the liable amounts.
* Calculate discounts according to payment terms and conditions

**METHODOLOGY**

**Duration:**

5 Days contact session.

**Formative assessment**

The formative assessment will be done by the participant by way of self assessment by completing the learning tasks/activities as set out at the end of each unit contained in the remainder of this module.

**Summative assessment**

One comprehensive individual assignment that can be prepared by the participant on a progressive basis as the module takes place.

**TARGET GROUP**

* Municipal officials and managers.

**BENEFITS**

This standard will also add value to the public officials who are seeking to develop a career pathway towards becoming an accomplished public finance and administration specialist.