

**FURTHER EDUCATION AND TRAINING**  
**CERTIFICATE: BOOKKEEPING**  
**NQF L4 (SAQA ID: 58376)**  
**TOTAL CUMULATIVE CREDITS: 130**

The Accounting profession is a succession of levels from Bookkeeper to Accountant. Believers Care Society is accredited by ICB as quality assurer for FASSET-SETA. Through this programme students are prepared to move up the ladder from a Seniors Bookkeeper position to a most senior position as Technical Financial Accountant.

**DUTIES:**

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.

**Subjects / Learning areas/ Module is a course on its own.**

**Each module has mapping to Unit standards and can be completed as a skills programme for duration of 3 months each, attracting its own statement of result from ICB and certification through BCS Academy. Full programme is 6 months duration with Certification from ICB.**

**COURSES {3 months each}**

- 1. Financial Statements (FNST)**
- 2. Cost and Management Accounting (CMGT)**

**CAREER OPPORTUNITIES / WHAT YOU CAN DO**

Senior Bookkeeper, Junior Accountant, Assistant Accountant, Financial Services Officer, CreditController, Business Analyst.

**PRE- QUALIFICATION:**

Successful completion of the previous subjects (1-4) – i.e. hold the National Certificate:  
Bookkeeping.

