

CERTIFIED JUNIOR BOOKKEEPER

Enrol for any program in the field of accounting at Qualitas, and you will unlock many doors and prospects towards a career in finance and accounting.

Each skills programme provides you with a set of workplace relevant skills, and stands alone as a solid education to add to your CV. ICB is internationally recognised and highly respected among employers in South Africa.



Earn credits as you qualify

Besides qualifying in any of the skills programmes listed below, you will build credits towards national qualifications.

Certified Technical Financial Accountant (National Diploma: NQF 5)	8. Business Law and Accounting Controls
	7. Income Tax Returns
Certified Senior Bookkeeper (NQF 4)	6. Cost and Management accounting
	5. Financial Statements
Certified Junior Bookkeeper (NQF 3) SAQA ID: 58375 120 Credits	4. Business Literacy (NQF 5)
	3. Computerised Bookkeeping
	2. Payroll & Monthly SARS Returns
	1. Bookkeeping to Trial Balance

Admission requirements

Grade 10 or equivalent and at least 16 years of age. (No prior accounting knowledge needed.)

Certification

Upon successful completion of each of the Skills Programmes the learner will receive ICB module Certificates. Once all four Skills Programmes have been successfully completed, the ICB will apply to FASSET on the learner's behalf for the National Certificate in Bookkeeping (NQF Level 3) to be awarded.

SKILLS PROGRAMMES	MODULES / LEARNING AREAS
1. Bookkeeping to Trial Balance Work with the company's books, petty cash, receipts, debtors & creditors. Every company needs somebody to fulfil the bookkeeping function.	<ul style="list-style-type: none"> • Administer credit purchase transactions • Administer credit sales transactions • Administer income and receipts • Administer payments and expenses • Calculate and record Value Added Tax transactions • Demonstrate basic accounting concepts • Prepare general ledger accounts and initial trial balance • Understand the petty cash system • Record income and receipts
2. Payroll & Monthly SARS returns As companies grow, they need people to handle VAT and payroll. These functions require specialist knowledge and skills.	<ul style="list-style-type: none"> • Prepare salaries • Prepare wages • Complete PAYE documents • Perform VAT calculation and complete returns • Record business financial transactions • Comply with organisational ethics • Make and record payments • Prepare ledger balances and initial trial balance
3. Computerised Bookkeeping Bring order to the office as you get better at using the office computer, while managing your daily accounting information electronically	<ul style="list-style-type: none"> • Basic computer literacy skills in MS Office • Pastel
4. Business Literacy (NQF 5) Contextualised to the field of accounting and designed to improve your business acumen and work readiness.	<ul style="list-style-type: none"> • Effective business communication: (verbal and written) • Business calculations (ratios, equations, interest, decimals, etc) • Work readiness