



# Fact Sheet

Financial Administration  
Clerk



Creative &  
Technology  
Universitas

# Financial Administration Clerk

## FACULTY OF BUSINESS AND MANAGEMENT

### Occupational Studies: 2024 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Occupational Certificate – Financial Administration Clerk <b>First part qualification of Bookkeeper</b>	98959	270	5

**\*NB! Students must be working in the finance/bookkeeping industry already.**

## Programme description

Learn essential financial record-keeping skills and provide vital support for administrative and clerical tasks. From managing financial transactions to maintaining accurate records, you'll ensure smooth operations for businesses and organizations.

The purpose of this qualification is to prepare the learner to operate as a Financial Administration Clerk. The Financial Administration Clerk assists in the processes and procedures of the fundamental financial aspects of an institution/individual/organisation/firm through financial recordkeeping and is responsible for providing financial, administrative, and clerical services to ensure effective, efficient, and accurate financial and administrative operations. This includes but is not limited to using a recognised accounting system to record accounting and related calculations to validate the legitimacy and accuracy of documents and records relating to payments, receipts, and other business accounting transactions to maintain and update financial records up to the Trial balance. This includes reconciliations and the calculation and completion of the periodic returns from source documents, according to company policy and procedures. The Financial Administration Clerk also needs to maintain effective customer relationships and communication strategies of the institution.

## Admission requirements

NQF Level 4 qualification with:

- ▶ Mathematical Literacy and
- ▶ Communication in English for Occupational Certificate: Bookkeeper
- ▶ NB! Students must be working in the finance/bookkeeping industry

## Mode of study | Duration

**Evening Classes** (part time): 12 Months, (2 x evening classes per week, 18:00 - 21:00, Mon & Wed or Tues & Thurs as well as 2 x Saturday classes per month)

## Programme outline

### Modules

- ▶ Accounting Information Systems
- ▶ Business Calculations, Project Management
- ▶ End User Computing

- ▶ Book Keeping Practice
- ▶ Business Communication
- ▶ Taxation
- ▶ Financial Accounting

## Teaching and Learning Methodology

A blended teaching and Learning methodology is followed. All theory classes will be conducted Virtually through Lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed in some sessions. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions. All students will be allocated to lecturers that are not necessarily based at the campus of enrollment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at the Head office. Therefore, all students will continue to receive the same quality of education. Students will attend some practical, group, and research sessions on campus or virtually. The same work and time will be spent on both methods, face to face and VLIT, with students. Extra practical sessions can be booked with the Campus Operational Manager. Students will be expected to attend the practical, group, and research classes on campus a minimum of two days a week, as per the campus schedule.

## Textbooks and e-guides

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees. Refer to the [Device Specifications and Stationery List](#) document for more information.

## Technology hardware, software and data requirements

Because CTU is embracing the future of education - education beyond the classroom - it is compulsory for students to have their own laptop with the necessary specifications to speed up their journey to success.

## Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis either virtually or physically at the campus per appointment or per the academic schedule.

## Certification

On successful completion and verification by the Quality Assurance Partner of the programme, the student will receive an Occupational Certificate: Financial Administration Clerk (SAQA ID: 98959, NQF 5, 270 Credits)

## International certifications

- ▶ Microsoft Pastel
- ▶ Microsoft Powerpoint

## Further Studies

After the completion of Administration Financial Clerk, NQF5, students may enroll year 2 with Bookkeeper (Evening Classes).

## Career fields

Students can be employed in the following career fields:

- ▶ Accounting clerk
- ▶ Financial administrator
- ▶ Accounting administrator
- ▶ Credit controller
- ▶ Financial administration clerk
- ▶ Payroll administrator
- ▶ Senior bookkeeper
- ▶ Debtors Clerk
- ▶ Creditors clerk
- ▶ Senior Bookkeeper

## What is EISA?

The External Integrated Summative Assessment (EISA) is an integral and critical component of the QCTO's quality assurance system. It is a single national assessment leading to the awarding of an Occupational Certificate. EISA ensures that the assessment of occupational qualifications, part qualifications and trades is standardised, consistent and credible.

For learners to qualify for entry to EISA, they must provide proof of completion of all required knowledge, practical and work experience modules as stipulated in the qualification. The statement of results obtained from the Skills Development Provider serves as proof that the candidate has satisfied all the requirements to be admitted to sit for EISA.

## Pricing\*

Programme	Registration Fees	Tuition fee
Administration Financial Clerk	R9 000	R55 000

- \* Excludes external fees and identified textbooks if applicable.
- \* Prices are subject to annual adjustments.

## Payment

Visit our website to view the payment method. [Payment Methods.](#)

**APPLY for Student Loan [HERE!](#)**

## Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing, field trips etc.

## Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. Creative & Technology Universitas, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

I (Name of student):..... hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

\* Please note the original signed copy should be kept on the student record file.

## CONTACT US

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## Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of CTU Training Solutions (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, CTU will notify current students. All possible measures will be taken to minimise inconvenience to students.

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