



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Basic Financial Procedures For Pfma Compliance Training

Law, Military Science and Security / Sovereignty of the State

Unit Standard 114873 · NQF Level 5 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the fundamental financial procedures required for compliance with the Public Finance Management Act (PFMA). Participants will gain the skills to manage basic financial transactions, maintain accurate records, and ensure accountability in public sector financial management.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	114873
Accreditation	SAQA Accredited · NQF Level 5 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of the PFMA to basic financial procedures.
- Demonstrate the ability to process financial transactions in accordance with PFMA requirements.
- Implement internal control measures to ensure financial accountability.
- Analyze financial records to identify discrepancies and ensure accuracy.
- Evaluate compliance with PFMA regulations in financial reporting.
- Design a basic financial record-keeping system aligned with PFMA standards.

WHO SHOULD ATTEND

- Designed for finance officers, accountants, and administrative staff in the public sector who are responsible for financial transactions and PFMA compliance.

COURSE OUTLINE

Day 1: Foundations of PFMA Compliance and Financial Procedures

- Overview of the PFMA: objectives, scope, and key definitions.
- Financial governance framework: roles of Treasury, accounting officers, and auditors.
- Basic budgeting processes: planning, approval, and implementation.
- Expenditure management: authorisation, payments, and procurement.
- Revenue management: collection, banking, and reconciliation.
- Reporting requirements: monthly, quarterly, and annual financial statements.
- Internal controls and audit processes for compliance.
- Consequences of non-compliance: disciplinary and legal implications.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **3 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	18 Aug 2026	On-Campus	Shenzhen, China

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114873) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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