



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

Financial Management For Hiring And Recruitment Businesses Training

Services / Cleaning, Domestic, Hiring, Property and Rescue Services

Unit Standard 115874 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips hiring and recruitment business owners and managers with the financial management skills essential for sustainable growth. Participants will learn to interpret financial statements, manage cash flow, and make data-driven decisions to optimise profitability and compliance within the recruitment industry.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115874
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply financial management principles to interpret income statements, balance sheets, and cash flow statements specific to recruitment operations.
- Analyse cost structures including placement fees, payroll costs, and overheads to identify profitability drivers.
- Evaluate pricing strategies for temporary and permanent placements to ensure sustainable margins.
- Design a cash flow forecast that accounts for debtor days, VAT obligations, and commission payment cycles.
- Implement internal controls to mitigate financial risks such as bad debts, fraud, and non-compliance with tax regulations.
- Demonstrate the ability to prepare and present a financial report to stakeholders using industry benchmarks.

WHO SHOULD ATTEND

- Recruitment agency owners, hiring managers, and financial officers responsible for budgeting, reporting, and financial planning in temporary or permanent placement businesses.

COURSE OUTLINE

Day 1: Introduction to Financial Management for Recruitment Businesses

- Overview of financial management principles.
- Importance of financial management for recruitment agencies.
- Introduction to the three main financial statements: income statement, balance sheet, cash flow statement.
- Key financial terms: revenue, expenses, profit, assets, liabilities, equity.
- Unique financial aspects of recruitment: placements, temp staffing, commission structures.
- Basic budgeting concepts for recruitment businesses.

Day 2: Understanding Financial Statements in Recruitment

- In-depth review of income statements: placement fees, temp margins, operating expenses.
- Balance sheet analysis: accounts receivable (debtors), accrued wages, contract liabilities.
- Cash flow statement: timing of cash inflows from clients and outflows to temps and staff.
- Key performance indicators (KPIs): gross margin, net profit margin, debtors days, temp margin.
- Practical exercise: analysing sample financial statements of a recruitment agency.

Day 3: Budgeting and Forecasting for Recruitment Agencies

- Steps in creating an annual budget for a recruitment agency.
- Revenue forecasting: permanent placements, contract placements, temp staffing.
- Cost budgeting: direct costs (temp wages, contractor pay) and indirect costs (salaries, marketing, overheads).
- Flexible budgeting for fluctuating demand.
- Variance analysis: comparing actuals to budget and taking corrective action.
- Case study: developing a monthly budget for a small recruitment firm.

Day 4: Cash Flow Management and Working Capital

- Understanding the cash conversion cycle in recruitment: time from placement to payment.
- Managing accounts receivable: invoicing, payment terms, debt collection strategies.
- Managing accounts payable: negotiating terms with suppliers and contractors.
- Working capital optimisation: balancing cash for payroll and operational needs.
- Cash flow forecasting techniques for recruitment agencies.
- Tools and software for cash flow management.

Day 5: Cost Management and Profitability Analysis

- Cost classification: direct vs indirect, fixed vs variable costs in recruitment.
- Service line profitability analysis: permanent placements (higher margin, longer cycle) vs temp (lower margin, recurring).
- Cost-volume-profit (CVP) analysis for recruitment businesses.
- Break-even point calculation for placements and temp hours.
- Strategies to improve profitability: pricing, efficiency, value-added services.
- Practical exercise: calculate break-even for a recruitment desk.

Day 6: Financial Compliance and Risk Management

- Regulatory landscape: Labour Relations Act, Basic Conditions of Employment Act, tax laws.
- Financial risks specific to recruitment: client non-payment, temp worker claims, currency fluctuations for cross-border.
- Internal controls: segregation of duties, approval processes, reconciliation.
- Fraud prevention: phantom placements, inflated hours, commission manipulation.
- Tax considerations: VAT, PAYE, UIF, SDL for temps and staff.
- Audit preparation and documentation best practices.

Day 7: Strategic Financial Planning and Integration

- Linking financial goals to strategic objectives: market expansion, service diversification.
- Capital budgeting decisions: ROI analysis for recruitment technology, branch openings.
- Financing options: debt vs equity for recruitment businesses.
- Building a financial dashboard for ongoing monitoring.
- Case study: creating a 12-month financial plan for a growing agency.
- Final assessment and action planning.

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Mauritius
11 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	25 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE

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 115874) 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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