



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

Public Sector Budget and Financial Management

Business, Commerce and Management Studies / Public Administration

Unit Standard 242861 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips public sector employees with the skills to participate effectively in budget and general financial management processes within their work context. Participants will learn to interpret financial policies, contribute to budget planning, monitor expenditure, and ensure compliance with relevant legislation. The course fosters accountability and transparency in the use of public funds.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242861
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the legislative and regulatory framework governing public sector financial management.
- Apply principles of budgeting to participate in the budget preparation and review process.
- Monitor and report on actual expenditure against budgeted allocations.
- Implement internal control measures to ensure compliance with financial policies and procedures.
- Analyze financial documents and reports to support decision-making.
- Evaluate the impact of financial decisions on service delivery and organizational objectives.

WHO SHOULD ATTEND

- This course is designed for public sector officials, administrators, and support staff who are involved in or responsible for budget preparation, financial record-keeping, and expenditure monitoring within their departments or units.

COURSE OUTLINE

Day 1: Fundamentals of Public Sector Budgeting and Financial Management

- Overview of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA).
- The budget cycle: planning, preparation, approval, execution, and oversight.
- Roles and responsibilities of accounting officers, CFOs, and finance units.
- Principles of transparency, accountability, and value for money.
- Operating vs. capital budgets: definitions and purposes.
- Budget preparation: revenue estimation and expenditure planning.
- Introduction to financial management controls.

Day 2: Budget Implementation, Monitoring, and Reporting

- Budget implementation: cash flow management and procurement planning.
- Virement rules and procedures.
- Monitoring budget performance: key performance indicators and early warning systems.
- Variance analysis: identifying and explaining deviations.
- Financial reporting: monthly, quarterly, and annual reports.
- Internal controls: segregation of duties, authorization limits.
- Risk management in public finance.
- Role of audit committees and internal audit.

Day 3: Advanced Topics, Compliance, and Practical Integration

- Supply chain management: procurement processes and alignment with budgets.
- Financial misconduct and disciplinary procedures.
- Case study: budget preparation and monitoring in a government department.
- Group exercise: developing a budget monitoring plan.
- Review of key legislation: PFMA, MFMA, and Treasury Regulations.
- Ethical considerations in public finance.
- Course wrap-up and assessment preparation.

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 **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
17 Aug 2026	19 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 242861) 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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