



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 in Trade Unions

Education, Training and Development / Adult Learning

Unit Standard 243852 · NQF Level 4 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips trade union representatives and officials with a foundational understanding of financial management principles specific to the union environment. Participants will learn to interpret financial statements, manage budgets, and ensure accountability, enabling them to contribute effectively to the financial sustainability and governance of their unions.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	243852
Accreditation	SAQA Accredited · NQF Level 4 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the role and function of financial management in the trade union context.
- Apply basic financial principles to interpret union financial statements and reports.
- Analyze budgeting processes and contribute to the preparation of a union budget.
- Evaluate internal control mechanisms to ensure financial accountability and transparency.
- Demonstrate an understanding of the legal and regulatory framework governing union finances.

WHO SHOULD ATTEND

- Trade union shop stewards, branch officials, and executive committee members who are involved in financial decision-making or oversight within their unions.

COURSE OUTLINE

Day 1: Introduction to Financial Management in Trade Unions

- Overview of trade union financial management.
- Legal and regulatory framework (e.g., Labour Relations Act, LRA).
- Financial accountability and transparency.
- Sources of union income: membership fees, levies, investments.
- Types of union expenditure: operational, campaign, welfare.
- Basic financial terminology.
- Role of finance committees and treasurers.

Day 2: Budgeting and Financial Planning

- Purpose and types of budgets (operational, capital, cash).
- Steps in the budgeting process.
- Estimating income and expenditure.
- Participatory budgeting in unions.
- Monitoring and reviewing budgets.
- Variance analysis and corrective action.
- Budgeting for campaigns and projects.

Day 3: Financial Reporting and Record Keeping

- Accounting principles and double-entry bookkeeping.
- Cash vs. accrual accounting.
- Financial statements: income statement, balance sheet, cash flow.
- Record keeping systems (manual and electronic).
- Internal controls for cash and assets.
- Reporting to members and stakeholders.
- Annual financial reports and audits.

Day 4: Internal Controls and Risk Management

- Internal control principles and segregation of duties.
- Fraud prevention and detection.
- Risk assessment and management.
- Insurance and bonding.
- Audit process: internal and external.
- Audit committee functions.
- Case studies of financial mismanagement.

Day 5: Strategic Financial Management and Governance

- Strategic financial planning.
- Investment policies and ethical investments.
- Funding sources: grants, loans, fundraising.
- Tax obligations for unions (e.g., VAT, income tax).
- Governance structures and policies.
- Financial sustainability and reserves.
- Integration of financial management with union activities.

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 **8 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

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 243852) 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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