



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

Year-End Reconciliation Procedures for Finance Teams

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 243942 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips finance professionals with the skills to perform accurate year-end reconciliations and closure procedures in compliance with organisational and statutory requirements. Participants will learn to verify financial records, resolve discrepancies, and prepare final reports to ensure a smooth year-end close.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	243942
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply year-end reconciliation procedures to verify the accuracy of financial records and accounts.
- Analyze discrepancies in financial data and implement corrective actions to ensure integrity of year-end reports.
- Demonstrate the ability to prepare and review reconciliation statements in line with organisational policies.
- Evaluate the completeness of year-end financial records and identify areas requiring adjustment.
- Implement control measures to prevent errors and ensure compliance with relevant accounting standards.
- Document reconciliation processes and outcomes for audit trail purposes.

WHO SHOULD ATTEND

- Finance team members, accounting clerks, and bookkeepers responsible for year-end reconciliations and financial close processes in corporate or public sector organisations.

COURSE OUTLINE

Day 1: Foundations of Year-End Reconciliation

- Overview of year-end reconciliation and SAQA unit standard requirements
- Regulatory and compliance context (IFRS, GAAP, tax requirements)
- Key accounts: bank, debtors, creditors, inventory, fixed assets
- Source documents: trial balance, bank statements, invoices, contracts
- Step-by-step reconciliation process: matching, identifying differences, adjusting entries
- Common discrepancies: timing differences, errors, outstanding items
- Documentation and audit trail requirements
- Practical examples of simple reconciliations

Day 2: Advanced Reconciliation and Reporting

- Intercompany reconciliations: elimination of intra-group balances
- Foreign currency reconciliation: exchange rate differences and revaluation
- Accruals and prepayments: identifying and adjusting entries
- Provisions and contingencies: recognition and measurement
- Audit preparation: supporting schedules, working papers, and sign-offs
- Internal controls: segregation of duties, approval processes, monitoring
- Case study: full year-end reconciliation cycle
- Reporting: management reports, variance analysis, and commentary

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 **5 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, 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 243942) 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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