



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 Mission Operations

Law, Military Science and Security / Sovereignty of the State

Unit Standard 259983 · NQF Level 6 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips mission managers and operations leaders with the financial skills needed to plan, monitor, and control mission budgets effectively. Participants will learn to align financial resources with strategic objectives, ensuring compliance with organisational policies and donor requirements. The focus is on practical financial management within the unique context of mission-driven operations.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	259983
Accreditation	SAQA Accredited · NQF Level 6 · 20 Credits
Duration	17 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply financial management principles to plan and allocate resources for mission operations.
- Analyze mission budgets to identify variances and implement corrective actions.
- Evaluate financial reports to ensure accountability and compliance with organisational standards.
- Design a budget monitoring system that tracks expenditure against mission objectives.
- Implement internal controls to safeguard mission funds and assets.
- Demonstrate the ability to report financial performance to stakeholders in a clear and accurate manner.

WHO SHOULD ATTEND

- This course is designed for mission managers, operations coordinators, and team leaders responsible for the financial oversight of projects or missions.
- It is also suitable for finance officers transitioning into mission-focused roles.

COURSE OUTLINE

Day 1: Introduction to Financial Management in Mission Operations

- Definition and scope of financial management.
- Financial management in mission vs. commercial contexts.
- Key stakeholders and their financial expectations.
- Overview of the financial cycle: planning, budgeting, execution, reporting.
- Introduction to SAQA unit standard 259983.
- Ethical considerations in mission financial management.

Day 2: Basic Accounting Principles

- The accounting equation and its application.
- Double-entry bookkeeping: debits and credits.
- Journal entries and the general ledger.
- Trial balance preparation and error detection.
- Introduction to financial statements: income statement and balance sheet.

Day 3: Financial Statements for Mission Organisations

- Structure of income statements for non-profits.
- Balance sheet components: assets, liabilities, net assets.
- Cash flow statement: operating, investing, financing activities.
- Ratio analysis: liquidity, solvency, efficiency.
- Common pitfalls in mission financial reporting.

Day 4: Budgeting for Mission Operations

- Purpose and types of budgets.
- Steps in the budgeting process.
- Zero-based budgeting vs. incremental budgeting.
- Capital budgeting for mission assets.
- Variance analysis: identifying and explaining deviations.
- Budget revision and forecasting.

Day 5: Cost Management and Control

- Cost classification and behaviour.
- Break-even analysis and contribution margin.
- Cost allocation: direct and indirect costs.
- Activity-based costing in mission context.
- Cost control techniques: standard costing, variance analysis.
- Case study: cost management in a mission project.

Day 6: Funding and Revenue Streams

- Types of funding: grants, donations, government contracts.
- Grant lifecycle: proposal, award, reporting.
- Donor relations and stewardship.
- Restricted vs. unrestricted funds: accounting treatment.
- Revenue recognition for non-profits.
- Diversifying income streams.

Day 7: Internal Controls and Fraud Prevention

- Components of internal control: COSO framework.
- Segregation of duties and authorisation procedures.
- Physical controls over assets.
- Fraud prevention: detection and response.
- Internal audit process.
- Risk assessment and mitigation strategies.

Day 8: Financial Governance and Compliance

- Governance frameworks for non-profits.
- Roles of board, finance committee, and management.
- Compliance with tax laws and NPO regulations.
- SAQA unit standard requirements.
- Transparency and reporting to stakeholders.
- Code of ethics for financial managers.

Day 9: Cash Flow Management

- Cash flow forecasting methods.
- Working capital management: inventory, receivables, payables.
- Cash conversion cycle calculation.
- Strategies for improving cash flow.
- Dealing with cash flow shortfalls.
- Petty cash management.

Day 10: Procurement and Asset Management

- Procurement cycle: planning, sourcing, contracting.
- Procurement policies and ethical sourcing.
- Fixed asset management: acquisition, depreciation, disposal.
- Depreciation methods: straight-line, reducing balance.
- Inventory management techniques (FIFO, LIFO, weighted average).
- Asset verification and physical counts.

Day 11: Payroll and Personnel Costs

- Payroll calculation: gross pay, deductions, net pay.
- Statutory deductions: PAYE, UIF, SDL.
- Payroll journals and reconciliations.
- Personnel cost budgeting.
- Labour law compliance: BCEA, basic conditions.
- Independent contractors vs. employees.

Day 12: Financial Reporting and Analysis

- Management accounts: income statement, balance sheet, cash flow.
- Financial ratios and benchmarks.
- Variance analysis reporting.
- Dashboard design for mission KPIs.
- Reporting to donors and board.
- Narrative reporting: explaining variances.

Day 13: Project Financial Management

- Project budgeting and cost estimation.

- Project accounting: cost centres and work breakdown structures.
- Grant management: tracking expenditures against budget.
- Financial reporting for projects.
- Project close-out: final reports and audits.
- Lessons learned and financial documentation.

Day 14: Risk Management in Finance

- Types of financial risks: currency, interest rate, credit, liquidity.
- Risk assessment matrix.
- Internal controls as risk mitigation.
- Insurance: types relevant to missions.
- Hedging foreign exchange risk.
- Business continuity planning for finance.

Day 15: Technology in Financial Management

- Overview of accounting software (e.g., QuickBooks, Xero, Pastel).
- Selecting and implementing a financial system.
- Cloud-based vs. on-premise solutions.
- Data security: access controls, backups.
- Automating routine tasks.
- Integrating financial systems with other mission systems.

Day 16: Audit and Assurance

- Types of audits: internal, external, donor.
- Audit planning and risk assessment.
- Audit evidence and sampling.
- Audit reports and management letters.
- Corrective action plans.
- Role of audit committee.

Day 17: Strategic Financial Management and Integration

- Strategic financial planning: vision, mission, goals.
- Long-term forecasting and scenario analysis.
- Capital structure decisions.
- Sustainability and financial resilience.
- Integration of budgeting, reporting, and risk management.
- Final case study: developing a financial plan for a mission operation.

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 **20 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 59,200.00	R 59,200.00
1	In-House	R 76,900.00	R 76,900.00
1	On-Campus (Pretoria)	R 88,800.00	R 88,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	01 Sep 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	02 Sep 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	03 Sep 2026	On-Campus	Durban, South Africa
12 Aug 2026	03 Sep 2026	On-Campus	Mauritius
13 Aug 2026	04 Sep 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	07 Sep 2026	On-Campus	Dubai, UAE
17 Aug 2026	08 Sep 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	09 Sep 2026	On-Campus	Durban, 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 259983) 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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