



MUNICIPAL FINANCE MANAGEMENT

Our Municipal Finance Management CERTIFICATE is accredited by the **Local Government Sector Education and Training Authority (LGSETA)** and covers SAQA ID: 48965 at NQF Levels 5 and 6 with 166 credits.

OVERVIEW

The Municipal Finance Management Programme is presented in support of all requirements of the National Treasury regulations (as stipulated in the Government Gazette) on the minimum competency levels for municipal officials, specifically targeting interns in the Local Government sector. A learning-programme approach has been adopted in the programme's development and design in order to ensure that delegates are able to learn and apply acquired skills in relation to earning credits towards the full certificate qualification

The learner can fulfil Learning Programmes in part or in whole. This allows a learner to either register for the whole learning programme at once, or a set of modules within a learning programme progressively until all requirements have been met. In such a case, a learner will effectively exit with a certificate endorsed by the LGSETA after completing each individual learning programme.

LEARNING OUTCOMES

The full programme comprises six learning programmes with the prescribed Unit Standards for NQF Levels 5 and 6:

LEARNING PROGRAMME 1:

Strategic management, budgeting implementation and performance management

LEARNING PROGRAMME 2:

Municipal accounting and risk management

LEARNING PROGRAMME 3:

Governance and legislation

LEARNING PROGRAMME 4:

Costing and capital planning

LEARNING PROGRAMME 5:

Supply Chain Management and Public Private Partnerships

LEARNING PROGRAMME 6:

Municipal IT Support and Project Management

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SESSION 1: STRATEGIC MANAGEMENT BUDGETING IMPLEMENTATION AND PERFORMANCE MANAGEMENT

- Module 1 116358 – Contribute to the strategic planning process in a South African municipality, NQF Level 6, 15 Credits
- Module 2 116341 – Conduct performance management to a South African municipal environment, NQF Level 6, 12 Credits
- Module 3 116342 – Apply approaches to managing municipal income and expenditure within a multi-year framework, NQF Level 6, 15 Credits
- Module 4 116345 – Apply the principles of budgeting within a municipality, NQF Level 5, 15 Credits

SESSION 2: MUNICIPAL ACCOUNTING AND RISK MANAGEMENT

- Module 5 116364 – Plan a municipal budgeting and reporting cycle, NQF Level 6, 8 Credits
- Module 6 116363 – Prepare and analyze municipal financial reports, NQF Level 6, 12 Credits
- Module 7 116346 – Apply techniques and South African statutes to cash and investment management in a municipal environment, NQF Level 6, 10 Credits
- Module 8 119350 – Apply accounting principles and procedures in the preparation of reports and decision making, NQF Level 5, 15 Credits
- Module 9 119348 – Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process, NQF Level 5, 12 Credits
- Module 10 116362 – Manage a municipality's assets and liabilities, NQF Level 6, 11 Credits
- Module 11 116339 – Apply risk management in South African municipalities, NQF Level 6, 10 Credits
- Module 12 116357 – Design internal control and internal control evaluation framework, NQF Level 6, 8 Credits

SESSION 3: GOVERNANCE AND LEGISLATION

- Module 13 116351 – Conduct auditing planning and implementation in a South African municipality, NQF Level 5, 12 Credits
- Module 14 116344 – Apply the intergovernmental Fiscal Relations Act to municipal financial management, NQF Level 6, 10 Credits
- Module 15 116348 – Conduct stakeholder consultation around municipal finance programs, NQF Level 6, 8 Credits
- Module 16 116343 – Apply the principles of ethics in a municipal environment, NQF Level 6, 10 Credits

SESSION 4: COST AND CAPITAL PLANNING

- Module 17 116361 – Interpret South African legislation and policy affecting municipal financial management, NQF Level 6, 8 Credits
- Module 18 119334 – Discuss the selected legislative regulatory framework governing the public sector management and administration environment, NQF Level 5, 12 Credits
- Module 19 116347 – Contribute to capital planning and financing, NQF Level 6, 15 Credits
- Module 20 116340 – Apply costing principles to municipal operational and service-based costing, NQF Level 6, 11 Credits

SESSION 5: MUNICIPAL IT SUPPORT AND PROJECT MANAGEMENT

- Module 21 119331 – Conduct working capital management activities in accordance with sound financial management policy, NQF Level 5, 12 Credits
- Module 22 119341 – Apply cost management information systems in the preparation of management reports, NQF Level 5, 15 Credits
- Module 23 119351 – Apply principles of computerized systems to manage data and reports relevant to the public sector administration, NQF Level 5, 10 Credits
- Module 24 119352 – Apply principles of information systems to public finance and administration, NQF Level 5, 12 Credits

SESSION 6: SUPPLY CHAIN MANAGEMENT AND PUBLIC PRIVATE PARTNERSHIPS

- Module 25 119343 – Apply operations research principles and tools in the management of project activities and resources, NQF Level 5, 15 Credits
- Module 26 116360 – Manage information technology resources in a municipal finance environment, NQF Level 6, 8 Credits
- Module 27 119353 – Plan and implement public-private partnerships for municipal service delivery, NQF Level 6, 12 Credits
- Module 28 116353 – Participate in the design and implementation of municipal supply chain management, NQF Level 6, 12 Credits
- Module 29 337063 – Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context, NQF Level 5, 5 Credits