

FET CERTIFICATE

BOOKKEEPING

The Further Education and Training Certificate in Bookkeeping provides a streamlined pathway from foundational accounting to advanced financial management. The curriculum covers essential competencies, including payroll administration, tax returns, and the preparation of financial statements in accordance with IFRS for SMEs. By mastering cost accounting and computerized systems, students gain the technical proficiency required for high-impact roles such as Senior Bookkeeper or Assistant Accountant. This program ensures graduates are career-ready, combining regulatory compliance with the strategic skills needed to maintain organizational financial health.

Program Outline

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Return
- Computerised Bookkeeping
- Business Literacy
- Financial Statements
- Cost and Management Accounting

Program Details

Program Type: Further Education & Training Certificate

SAQA ID: 58376

NQF Level: 4

Credits: 130

Study Mode: Online or classroom

Duration: 30 days / 12 months

Accreditation Partner:



Further Information



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