



The Southern African Institute of Government Auditors

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ADVANCING AUDITING AND ACCOUNTABILITY

2017

Financial Management for Non-Financial Managers in the public sector

Name of course	Duration	Cost including Vat	Scheduled Dates
Financial Management for Non-Financial Managers in the public sector	4	R 7 353.00	Depending on number of delegates available(minimum 20)
<p>This course: This course is specifically designed to provide non-financial managers in the public sector with the necessary background, knowledge and skills to meet the challenges that have been introduced by the PFMA with regard to financial management. It strikes a balance between technical know-how and understanding the philosophy of the PFMA. Its course contents has been extensively reviewed and aligned to the needs of public sector managers.</p> <p>The course is designed to provide participants with suitable skills and knowledge transfers in respect of the financial management as required by the PFMA and Treasury Regulations. It links concepts such as processes, policies and procedures, financial planning, budgeting,</p>	<p>Who should attend: Non-financial managers at all levels, including Human Resources, Operations, Procurement, Project Management, IT, Strategic Planning and Budgeting , Legal Services, Risk Management, etc.</p> <p>This course is specifically designed from a public sector perspective and suited for all non-financial staff in public sector departments, trading entities and Constitutional Institutions.</p>		

performance management, and the three EEs with financial concepts, including annual financial statements.

CONTENT

Planning

Setting the management process

The Strategic Plan

- *Treasury Regulations* & PFMA
- strategic objectives
- values
- mission / vision
- measurable objectives
- performance management
- performance indicators (short term / long term)
- service delivery standards

Budgeting

- MTEF
- *Estimates of Expenditure*
- *The budget process*
- *Activity based / Zero based budgeting*
- *Incremental budgeting*
- *Economic classification*

Processes, policies, procedures Decision making & execution

- Types of decisions
- Alternatives / strategies (measuring them)
- Procurement and tendering / supply chain management
- Materiality
- Risk assessment
- Decision making techniques

Public accountability and control

- Financial accounting (the macro picture)
 - Role-players
 - Auditor-General
 - SCOPA
 - Internal audit
 - Audit committees
 - National Treasury / provincial treasuries
 - Executive Authorities, Accounting Officers, Accounting Authorities
- Reporting
- Monthly, quarterly, yearly
 - Performance / financial
 - GAAP versus GRAP / the ASB
 - Financial statement analysis.

Concepts and principles will be illustrated by examples with solutions, applied to the attendees' environment as far as possible and include an integrated case study on analysis & interpretation of public sector financial statements. The depth of discussion of the topics will vary in accordance with the level of knowledge required of the particular topic by a non-financial manager. Attendees will be afforded the opportunity to practise and test their understanding of the concepts and principles during the workshop by means of tailor made case studies.

Presenters:

Our presenters are a blend of professional managers, chartered accountants and educators with wide experience in the presentation of courses in the public sector. The high esteem of SAIGA courses has been developed over a number of years by involving only experts in the development and presentation of the CPE opportunities. The presenters have been involved with numerous training initiatives in the public sector and the Public Finance Management Act in particular. They serve on various professional committees and have years of experience in the field of continued professional education and are supported by senior staff.

Certification and accreditation:

This course forms part of the Public Finance Management Programme. For more information on the PFM Programme, visit our website: www.saiga.co.za The Public Finance Management Academy, will issue course participants with a

Bookings:

Since only a limited number of participants can be accommodated, bookings will be handled on a first-come-first-served basis. To avoid disappointment submit your registration as soon as possible.
Changes / cancellations: Tax invoices will be issued (faxed and posted) on

certificate of attendance under the seal of the Southern African Institute of Government Auditors. Participants earn 25 Educational Credits (EC's) for attending this short course. The Public Finance Management Academy maintains a central register where these credits are administered. The ECs provide participants with focus and clearly stated objectives. This assists employers to monitor the continued professional education and training (CPE) progress, and the manner in which their staff is committed to CPE. The PFM Programme is developed and structured on the outcomes based education (OBE) model. This short course and its Educational Credits form part of the requirements for the Portfolio of Short Courses. In order to complete the Portfolio of Short Courses, participants have to meet two basic requirements: earn a minimum of 120 EC's and enroll for and complete an assessment. SAIGA and the Public Finance Management Academy utilise educational and professional experts to function as quality assurers of this course and the course design, structure and material are subject to quality control and assessment by these experts. National Treasury set up a Validation Board to "accredit" or "validate" short-term training programmes and to address coordination and quality issues which surround the programmes available to existing employees (this Board ceased to operate in 2006). The aims of the validation mechanism were to coordinate activities and to advise departments of relevant programmes which target identified needs and are delivered to a suitable quality. The Short Courses of SAIGA's Public Finance Management Programme was all accredited by the National Treasury's Validation Board until it ceased to operate in 2006.

receipt of your booking. Once a tax invoice has been issued the department/delegate will be held liable for payment of the full course fee. No refunds can be made, but alternative delegates (substitutes) may attend the same course at no extra cost. All booking changes or cancellations are charged at R1,539.00 (R1,350 plus 14% VAT) per delegate booking. No cancellations or changes in booking will be accepted if not received in writing at least 5 working days before the course. Invoices must be paid before the course starts. No certificates will be issued if payment is outstanding. Outstanding payments incur 2% interest per month. Due to the minimal information which banks provide in respect of direct deposits, participant have to fax their deposit slips / electronic transfer slips to the Secretariat and state the invoice number/(s) to which the deposit refers. As required by recent legislation, VAT numbers have to be provided with registration. The Institute reserves the right to cancel a particular course due to unforeseen circumstances e.g. insufficient bookings or unavailability of venues (in the last few years, only a few courses had to be cancelled). In such event, participants will be informed at least two weeks before the scheduled course date of such cancellations. Participants who have paid their fees will receive full refunds in the event of SAIGA cancelling a course SAIGA's liability in such event is limited

Accommodation:

Participants are responsible for arranging their own accommodation. The Secretariat can provide details of accommodation in relative close proximity to the training venues.

Time schedule:

The daily course program starts at 08:30 and ends at 16:00. On the last day of the course the program ends at 13:00 to accommodate participants' travel arrangements.