

Certificate: Municipal Finance Management (National Treasury Minimum Competency Requirements Unit Standards)

SAQA ID: 48965

NQF Level: 6

Credits: 166

Duration: 1 Year

Purpose

The purpose of the qualification is to enable qualifying learners to apply strategic level financial management competencies to ensure effective, efficient and economical utilisation of public funds and resources at local government level. Learners will develop competencies to manage strategic planning and budgeting processes, financial management processes and internal control, auditing and reporting processes. Individual learners will benefit through enhancing their personal competencies, knowledge and skills so as to be able to complete tasks required in their employment contracts and by legislation.

| No. | SAQA ID | SAQA Title | NQF Level | Credits | Learning Outcomes (Concepts/Content Covered) |
|-----|---------|---|-----------|---------|--|
| 1 | 116345 | Apply the principles of budgeting within a municipality | 5 | 15 | <ul style="list-style-type: none"> • Explain the various approaches to budgeting within their organisation • Ensure the strategic objectives of their organisation are achieved. • Contribute to the efficient allocation of resources at municipalities • Ensure that municipal funds are used effectively and efficiently. |
| 2 | 116342 | Apply approaches to managing municipal income and expenditure within a multi-year framework | 6 | 15 | <ul style="list-style-type: none"> • Advise on and choose from a range of approaches that will ensure a municipality uses its resources and revenue raising instruments in an efficient and sustainable manner. • Contribute to managing municipal income and expenditure over the medium term. • Budget in a manner, which conforms to the legislative framework for local government. |
| 3 | 116340 | Apply costing principles to municipal operational and service-based costing | 6 | 11 | <ul style="list-style-type: none"> • Use relevant cost information in all areas of decision-making within local government. • To determine the economic cost of the services in order to make informed decisions about service delivery. • To analyse the apportionment of overheads in trying to determine the full costs of providing services. • To decide on the efficiency of service provision by examining and comparing costs between services and service providers. • To advise on service agreements between departments in order to improve the costing system of the municipality. |

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| 4 | 116339 | Apply risk management in South African municipalities | 6 | 10 | <ul style="list-style-type: none"> Apply the core concepts of risk management in a South African municipality. To inform policy decision and strategic decision-making processes about the importance of risk management in municipalities |
| 5 | 116346 | Apply techniques and South African statutes to cash and investment management in a municipal environment | 6 | 10 | <ul style="list-style-type: none"> Apply the requirements of South African municipal statutes related to cash management, investment management and revenue management. Ensure the effective and efficient management of local government funds through an understanding of the implications of the relevant legislation governing cash, investment and revenue management Assist in the overall process of social and economic development. |
| 6 | 116344 | Apply the Inter-governmental Fiscal Relations Act to municipal financial management | 6 | 10 | <ul style="list-style-type: none"> Comply with legislation governing Intergovernmental Fiscal Relations in South Africa. Interpret the legislative requirements for cooperative government at local government Level. Comply with the constitutional provisions regulating provincial supervision of local government. Identify and implement the conditions of IGFR transfers to Local Government. Apply legislation governing municipal borrowing powers. |
| 7 | 116347 | Contribute to capital planning and financing | 6 | 15 | <ul style="list-style-type: none"> Prepare a business plan for a municipal capital project. Apply different methods of raising finance for capital in a municipality. Determine and explain the capital expenditure controls. Apply criteria for screening and selecting capital projects. Combine financial and non-financial factors in a project appraisal. Apply the cost-benefit analysis to projects undertaken by municipalities. |
| 8 | 116358 | Contribute to the strategic planning process in a South African municipality | 6 | 15 | <ul style="list-style-type: none"> Formulate vision and mission statements in a South African municipality as required by the local government legislative framework. Conduct a stakeholder analysis and develop a framework for a community participation process. Identify key performance areas applicable to institutional strategies as required by the local government legislative framework. Formulate institutional strategies. Demonstrate knowledge of the legislative framework for integrated development planning and apply requirements of legislation. Formulate programs and develop methods for monitoring the implementation of a strategic plan and related programmes. |
| 9 | 116362 | Manage a municipality's assets and liabilities | 6 | 11 | <ul style="list-style-type: none"> Provide advice to a municipality on optimising relationships with the financial community. Describe and prepare proposals to accessing bank finance. Consider the merits of hire purchase transactions and leasing of municipal assets. Plan for contingent municipal liabilities. Develop a municipal asset management plan. |

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| 10 | 116353 | Participate in the design and implementation of municipal supply chain management | 6 | 12 | <ul style="list-style-type: none"> Oversee the establishment of effective, efficient and innovative systems for the demand and planning of service delivery processes at a municipal Level. To ensure value for money is obtained in the use of public funds. To effectively and efficiently managing fiscal and financial resources of South African municipalities. |
| 11 | 116364 | Plan a municipal budgeting and reporting cycle | 6 | 8 | <ul style="list-style-type: none"> Advise on the application of the South African local government legislative framework to local government budgeting processes. Advice on the timing of budget related events and the integration of budget related processes with budget processes to ensure compliance with the legislative requirements. Ensure legal requirements that non-budget documentation is correctly references in budget documentation are applied with and vice versa. Advise on the roles and responsibilities of financial and non-financial management and political executives in the budget process, which should contribute to the overall process of social and economic development. |
| 12 | 116363 | Prepare and analyse municipal financial reports | 6 | 12 | <ul style="list-style-type: none"> Select, measure, recognise, classify, and report on financial information after considering relevant financial reporting standards, as well as legislative requirements. Contribute to municipal financial reporting. |
| 13 | 116343 | Apply the principles of ethics in a municipal environment | 6 | 10 | <ul style="list-style-type: none"> Developing a plan to initiate or improve commitment and compliance in the implementation of a code of ethics and governance regulations in a municipality. Demonstrate knowledge and insight into existing legislation, regulations and codes affecting activities of municipalities in South Africa. Apply the principles of ethics and professionalism to a municipal code of conduct. Develop an implementation plan to achieve compliance with an established code of ethics. |
| 14 | 116348 | Conduct stakeholder consultation around municipal finance programmes | 6 | 8 | <ul style="list-style-type: none"> Identify and describe relevant stakeholder and role players in a municipal environment. Select and apply a range of appropriate negotiation and communication techniques and methods. Assess own application of communication techniques and methods and draw up a plan of action for self-development. Evaluate the communication process and make recommendations for improved interaction. |

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| 15 | 116351 | Conduct auditing planning and implementation in a South African municipality | 6 | 8 | <ul style="list-style-type: none"> • Demonstrate an understanding of the nature of audit and appraise the fundamental principles and standards that are used to govern its practice • Describe and evaluate the scope of both internal and external audit work and audit's relationship to management • Contrast the increased importance of performance auditing with the stewardship auditing in the local government • Identify various steps in the audit process for achieving value for money. • Identify and appraise audit's unique role in promoting corporate governance, accountability and internal control • Identify and describe stages in performing an audit through to the reporting of findings • Explain different forms of audit reports used to report audit findings. |
| 16 | 116341 | Conduct performance management to a South African municipal environment | 6 | 12 | <ul style="list-style-type: none"> • Implement performance management systems and mechanisms in a South African municipality as required by the local government legislative framework • Write and develop performance management concepts for the effective measurement of municipal strategic and financial performance • Develop and identify the critical areas of a performance management agreement to be used as a form of contract of employment for a municipal staff member • Identify and establish institutional arrangements required for performance management in a municipality • Apply performance management concepts to municipal service delivery |