

LEARNING AND DEVELOPMENT DIRECTORATE
(MINISTRY OF THE PUBLIC SERVICE AND TALENT DEVELOPMENT)

invites nominations for the face-to-face course in

Basic Accounting for Clerical Officers

June 29, 30, July 1 to 3 and 6, 2026

8:45 a.m. to 4:15 p.m.



TARGET GROUP

Clerical Officers working in the Accounting stream.



COURSE AIM

To provide participants with knowledge of accounting fundamentals and practice in accounts with a view to increase efficiency and effectiveness.



OBJECTIVES

At the end of the course, participants will be able to:

- Explain the rules and regulations that govern government accounting.
- Describe the accounting system.
- Demonstrate how to input accounting entries into Cloud Suite.
- Explain the concepts of reconciliation and budgeting.



CONTENT

Topic areas include:

- Overview of accounting process
- Financial rules and regulations
- Processing accounting information
- Accounting for assets
- Internal control system
- Payroll
- Cloud Suite
- Reconciliation
- Budgeting
- Code of Conduct



Click on the “Apply” button to complete the course application.

Deadline for Nominations June 20, 2026

Only suitable applications that include a valid public service email address will be considered for the training.



Contact



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