



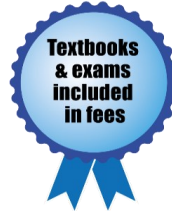
FULL-TIME

Weekday Classes Start 16 February 2026
Orientation Week: 11 - 13 February 2026

Fees Include:

Textbooks & Study Material • Exam Registrations
• Student Book Bag • Digital Student Card

National Diploma Financial Management



Overview

Knowledge and understanding of accounting and financial management is fundamental to the day-to-day business activities of any organisation. The foundation of this National N Diploma in Financial Management (NDipFM) will empower you with a broad set of fundamental proficiencies in accounting allowing graduates to apply for a wide range of accounting and financial positions in an assortment of organisations.

South Africa has a shortage of accounting professionals and financial managers and now more than ever, qualified and skilled individuals are in demand by organisations across a broad spectrum of industries.

Certification on successful completion of studies

Students write national examinations set and administered by the Department of Higher Education and Training (DHET). Certificates and diplomas are conferred by the DHET which are nationally recognised and internationally relevant. Successful students graduate with the following:

National Certificates:

- National Certificate: N4 Financial Management (SAQA ID 66874) | NQF Level 5
- National Certificate: N5 Financial Management (SAQA ID 66954) | NQF Level 5
- National Certificate: N6 Financial Management (SAQA ID 66998) | NQF Level 5

Unigrad College Short Learning Programme Certificate:

- PASTEL

National Diploma:

- National N Diploma: Financial Management (SAQA ID 67040) | NQF Level 6

The diploma is awarded to students who have completed their N4, N5 & N6 national certificates and 2000 relevant practical workplace hours over a period of no less than 18 months.



Admission Requirements

- Matric Certificate (National Senior certificate) or appropriate N3 certificate
- If you are in the process of completing Grade 12, apply / register with your Grade 11 or most recent Grade 12 results

Course Duration

Full-time: 2 years of weekday classes

The National N Diploma requires 2000 hours of practical experience, after completing N4 – N6, done over 18 months

Career Opportunities

- Bookkeeper
- Accounting Clerk
- Financial Accountant
- Banking Officer
- Tax Administrator
- Business Manager

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My finance and accounting studies at Unigrad College equipped me with expertise and confidence. Now, as a Financial Administrative staff member, I'm passionate about helping students achieve their own success stories.

~Precious Sithole



Subjects

N4	N5	N6
Entrepreneurship & Business Management	Entrepreneurship & Business Management	Entrepreneurship & Business Management
Financial Accounting	Financial Accounting	Financial Accounting
Computerised Financial Systems	Computerised Financial Systems	Computerised Financial Systems
Management Communication	Cost & Management Accounting	Cost & Management Accounting

Financial Accounting
Accounting theory, principles and concepts • The recording of transactions from source documents • Bank reconciliations • Control accounts • Year-end procedures for sole proprietors (perpetual) • Accounting entries for a trading organisation according to the periodic inventory system • Departmental accounts • Non-profit organisations • Statement of cash flows • Partnerships • Branches • Stock valuation, Insurance and MU • Incomplete records, single entry and correction of errors • Analysis and interpretation • Conceptual framework • VAT • Companies • Close corporations • Auditing

Cost and Management Accounting
Costing concepts and objectives • Material • Labour • Manufacturing overheads • Job costing • Contract costing • Standard costing • Direct and absorption costs • Break-even • Budgets • Accounting systems and financial statements

Computerised Financial Systems (Including PASTEL)
Introduction to Windows commands • Word processing • Computerised bookkeeping • Opening a set of accounts, input cash and credit block transactions for a service enterprise • Application of VAT in a computerised package • Opening a set of accounts for a retail company • Spreadsheets • Stock reports and cards • Salaries and wages • Income statements • Manufacturing • Balance sheet • Cash flow • Payroll • Financial statements on an accounting package • Analysis and interpretation • Advanced document project on a computerised accounting package • Advanced spreadsheet • Cost and management applications on a spreadsheet • Budgets on an accounting package • Handling of budgets – spreadsheet

Management Communication
Fundamental communication principles • Interpersonal relationships • Job interviews • Meeting procedures • Language usage and oral communication • Concise communication • Business communication

Entrepreneurship and Business Management
Entrepreneurship • Creativity and idea generation • Market and financial feasibility study • Marketing • Business plan • Management functions • Self-management • Ethics and social responsibility • Operations management • Human resource fundamentals • Strategic planning and strategy implementation • Competitive analysis • Strategy and competitive advantage • Buying an existing business • Franchising • International business plan • Consultancy

Student Portal

Once you are registered with Unigrad College, you will have access to myUnigrad, the student portal where you can manage your student profile, download student materials, view your student card, view your results and find past exam papers.

Fees and study material

Affordability and quality education make Unigrad College a popular choice with students. Fees can be paid in monthly instalments or in full. Speak to a Unigrad career consultant about our fees and payment options. Unigrad College also partners with Student Hero and Capitec, to learn more about the available funding options, visit <https://www.unigradcollege.co.za/funding-options/>.

Textbooks and study materials are INCLUDED in our fees!

Accreditation

Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686). The National N Certificates and N Diplomas are registered with the South African Qualifications Authority (SAQA). Refer to the "certification" section of this factsheet for SAQA ID numbers and the National Qualifications Framework (NQF) Level.

Disclaimer

Information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of Unigrad (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet, or of the programme to change. In the event of any such change, Unigrad will notify current students. All possible measures will be taken to minimise inconvenience to students.

I, _____ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained herein pertaining to this programme.

Student/legal guardian signature: _____

Date: _____