



# Quick guide

to the  
Postgraduate Diploma  
in Public Finance  
Management

## What are the Admission requirements?

- An appropriate Bachelor's degree or equivalent in any of the following: Public Administration, Accounting, Economics, Finance or Commerce. Public Financial Management experience is an added advantage.  
OR
- Any three-year Bachelor's degree with a minimum of three years' relevant public finance management work experience (preferably at management level).
- Computer literacy: By the time classes start, you should be able to use MS Excel at an intermediate level, as well as MS Word, e-mail and the internet. Each applicant must ensure that they have access to a laptop computer for the duration of the course.

## Can I apply for Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)?

If you have successfully completed modules at other higher education institutions at the same NQF level, you may be eligible for transfer of those credits, up to a maximum of 50% of the credits of the postgraduate diploma. Contact the Programme Administrator for the RPL and CAT criteria.

## What does the Postgraduate Diploma in Public Finance Management **cost**?

For cost information, please contact the Programme Administrator on +27 21 918 4122 or email: [POSTGRADUATE-DIPLOMA@sun.ac.za](mailto:POSTGRADUATE-DIPLOMA@sun.ac.za)

## How do you **apply**?

Apply online by clicking on the "Apply" tab on <http://www.sun.ac.za/english/maties/apply>

If you have any queries about the Postgraduate Diploma in Public Finance Management, please contact the Programme Administrator on +27 21 918 4122 or email [POSTGRADUATE-DIPLOMA@sun.ac.za](mailto:POSTGRADUATE-DIPLOMA@sun.ac.za) or [tajam@sun.ac.za](mailto:tajam@sun.ac.za).

For more  
**information visit**  
[www.spl.sun.ac.za](http://www.spl.sun.ac.za)



# PGDip

Postgraduate Diploma in  
Public Finance Management

Your key to a fulfilling  
career in the public sector

## Why is Public Finance Management competence and leadership important?

With shrinking budget allocations and a rising need for public services, public sector organisations are required to go well beyond compliance to ensure value-for-money and developmental impact in their programme delivery, while keeping up with technology advances and engaging with stakeholders.

A wide range of skills, knowledge and professional ethics and competence is required to perform effectively the functions of budgeting, financial management, accounting, and reporting by specialists in national and provincial treasuries, and in the offices of chief financial officers in national and provincial departments and municipalities.

All mid-career civil servants set on professionalising their careers as public sector finance specialists (including managers with undergraduate qualifications in another discipline but are involved with financial management), who realise that future career progress depends on acquiring more public financial management skills will have the opportunity through this higher education diploma to:

- learn how budgeting can be integrated with strategic and operational planning to support organisational goals and objectives, and support effective risk management;
- learn how macroeconomic factors, the fiscal framework and the intergovernmental budget process influence departmental and municipal allocations, as well as programme budgets;
- learn how to manage a budget process effectively, from the budget formulation and decision-making stages to effective and efficient financial management, reporting and auditing; and
- learn how information technology systems and governance impact on public financial management and the control environment. Both the content and modes of presentation are modularised to ensure an integrated teaching and practice learning approach.

## PGDip in Public Finance Management

The content of the one-year postgraduate diploma programme comprises seven compulsory subjects, structured as follows:

- Strategic Management and Leadership
- Public Finance
- Financial Management
- Financial and Performance Reporting
- Accounting for Decision Making
- Auditing and Accountability
- Information Technology

The learning outcomes of the PGDip are for participants to demonstrate the ability to perform the professional functions of financial specialists in national and provincial treasuries, and the offices of chief financial officers at national and provincial departments, as well as municipalities.

The first three modules are taught in the first semester and the last four modules are taught in the second semester. Each module builds on the previous one, so the modules can only be taken in the above sequence. It is therefore not possible to do the second semester modules before completing the first semester modules.

This programme provides an alternative access to the Master of Public Administration (MPA) in Public Finance Management, where the public sector finance specialisation is continued by means of applied electives and the focus of the thesis. After completing the Postgraduate Diploma in Public Finance Management you may apply for admission to the MPA if you meet the admission requirements for that degree. A full research proposal must accompany your application.

## How is the PGDip Public Finance Management taught?

For the year, participants must attend two direct face to face contact weeks per semester, one around the end of February/beginning March and the other towards the end of July/beginning August.. That means four contact weeks in total. Acceptance into the PGDip PFM programme is contingent on COMPULSORY in person attendance of both contact sessions. Please make suitable arrangements in this regard with your employer.

The contact sessions are supplemented by online teaching and learning via the SunLearn platform.

The medium of instruction for the Postgraduate Diploma in Public Finance Management is English.

**The learning process is supplemented by various forms of e-learning that you do from the convenience of your home.**

