

SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS (SAIBA)

Policy: Membership and designation application form

Certified Financial Officer (SA)

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1. Introduction

01. Established in 1987 as a professional body for business accountants we have grown to more than 9000 associates and designations holders with offices in South Africa, Namibia, and as part of our IAFEI membership, in the Philippines.
02. Our purpose is to award designations that serve the interest of employers and clients. Our values and the processes we follow ensures that our designations are of the highest quality, give relevance, credibility, and higher income potential to:
 - Employed professionals working within the finance department, and
 - Self-employed professionals working as accountants in practice.
03. We protect the public interest by adopting and enforcing standards of ethics, conduct, quality, and service engagement standards that seek to ensure our designation holders deliver accountable and transparent professional services.
04. We are authorised to issue designations as registered with the South African Qualifications Authority (SAQA). The National Qualifications Framework (NQF) Act 67 of 2008 and the Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation as issued by the South African Qualifications Authority (SAQA) provides an oversight mechanism to ensure professional bodies are viable, adhere to quality processes, and act in a manner that protects the rights of individuals and employers.

2. Overview of our designations

01. Our designations have been carefully researched and aligned to industry norms and regulations. Each designation is based on a set of competencies that reflect the expertise required for each level within the finance department.
02. Being awarded a designation serves the following key purposes:
 1. Confirmation to future employers that the designation holder has obtained a number of core competencies that is likely to ensure that the candidate will be able to perform in a specific context within the workplace.
 2. Confirmation that the designation holder has the ability to learn, reflect and think critically. These elements are the best indicators of whether the employee or practice will be able to deliver on the expectations of employers or clients.
03. The primary functions of a professional body are to establish a community of experts within a particular economic sector, establish best practice for professional conduct, standardise the

various underlying technical competencies, professional skills, values, ethics and attributes that is generally considered by employers as a minimum criteria to perform a particular job functions within the finance department, and provide support to it community of professionals.

04. Our designations reflects and embodies these primary functions.

05. We issue six designations relevant to a variety of job functions within the finance department, as follows:

Business level	Role	Designation	Abbreviation
Commerce			
Strategic	Chief financial officer	Certified Financial Officer (SA)	CFO(SA)
Management	Financial manager	Certified Business Accountant (SA)	CBA(SA)
Operational	Financial accountant	Business Accountant (SA)	BA(SA)
Functional	Bookkeeper	Pending	Pending
Administrative	Financial administrator	Pending	Pending
Practice			
Practice	Accountant in practice	Business Accountant in Practice (SA)	BAP(SA)

06. Designations are issued based on the attainment of:

1. **Qualifications:** Delivered by CHE accredited universities, private higher education institutions, and a selection of global professional associations;
2. **Experience:** This should be appropriate and verified work-place experience gained over a set number of years;
3. **Assessments:** Assessments that align the acquired academic, technical, and pervasive skills to competency frameworks relevant to each level of designation.

07. Designations are maintained by:

1. **CPD:** Continuous Professional Development (CPD) is mandatory for all levels of designations.
2. **Annual assessments:** Relevant levels of designations are subject to annual ethics, annual practice license assessments, financial controller, and CFO assessments.
3. **Conferences:** Certified CFO and Financial Manager designation holders (Cert.Fin.Off (SA) and CBA(SA)), are supported by international conferences, network events, executive education and podcast interviews.
4. **Professional Indemnity:** BAP(SA) designations are subject to mandatory PI Insurance included in membership fees.

5. **Practice Support:** BAP(SA) designations are supported by an extensive Practice Support Library and Accredited 3rd Party Providers.

08. Designations are monitored:

1. **Conduct and disciplinary:** All levels of designations are subject to the IFAC Code of Ethics and as relevant the IAASB Engagements standards.
2. **Disciplinary procedures:** All designations holders are subject to an independent disciplinary process in response to complaints, and subject to random practice visits.

09. Designations can specialize

1. BAP(SA)s that specialize are required to do a SAIBA license prior to offer specialist professional engagements.
2. The BAP(SA) designated members are recognised in law as accounting officers, independent reviewers, independent accounting professionals, business rescue practitioners, and tax practitioners.

10. Our designations are registered with SAQA, and are required to:

1. Be a legally constituted entity with the necessary human and financial resources to undertake its functions, governed either by a statute, charter or a constitution and be compliant with and adhere to good corporate governance practices.
2. Protect the public interest in relation to services provided by its members and the associated risks.
3. Develop, award, monitor and revoke its professional designations in terms of its own rules, legislation and/or international conventions.
4. Submit a list of members in a form acceptable to SAQA.
5. Set criteria for, promote and monitor CPD for its members to meet the relevant professional designation requirements.
6. Publish a code of conduct and operate a mechanism for the reporting and investigating of members who are alleged to have contravened the code.
7. Not apply unfair exclusionary practices in terms of membership admission to the body or when recognising education or training providers, and
8. Make career advice related information available to SAQA.

11. In addition to the SAQA requirements, SAIBA adopted the International Accounting Standards (IAS) issued by the International Accounting Education Standards Board (IAESB) of the International Federation of Accountants (IFAC).

12. The IAS standards provide guidelines and requirements related to the underlying qualifications, experience and continuous professional development that a professional body may apply prior to issuing a designation.
13. The following diagram summarises how SAIBA applies the SAQA and IAS requirements in awarding designations.

IES 1 Admission- Entry criteria to a qualification	IES2, IES3, IES4 Qualification - Technical competencies, skills, and values	IES 5 Experience - Applied knowledge	IES6 Verification and Assessment - Assessing integration of knowledge and experience	IES7 CPD - Maintaining skills and competence
Job title: Chief Financial Officer, Designation: Cert.Fin.Off (SA) abbreviated as CFO(SA)				
Set by SAQA, Tertiary institutions and SAIBA	Typical 1. BCom Accountancy 2. BCom Hons Accountancy 3. MBA Alternative route 1. BCom/BSc/Law/ACCA/CIMA	4 years relevant experience at a strategic level measured against a competency framework	Verify 1. Qualification and Experience 2. Affidavit 3. Employer and colleague confirmation Assessment 4. Verbal assessment	1. 40 hours input-based with assessments 2. Annual ethics assessment 3. Annual CFO assessment
Job title: Financial manager, Designation: CBA(SA)				
Set by SAQA, Tertiary institutions and SAIBA	Typical 1. BCom Accountancy 2. BCom Hons Accountancy (Alternative RPL routes applies) Alternative route 1. BCom/BSc/Law/ACCA/CIMA	4 years relevant experience at a management level measured against a competency framework	Verify 1. Qualification and Experience 2. Affidavit 3. Employer and colleague confirmation Assessment 4. Verbal assessment	1. 30 hours input-based with assessments 2. Annual ethics assessment 3. Annual financial management assessment
Job title: Accountant, Designation: BA(SA)				
Set by SAQA, Tertiary institutions and SAIBA	Typical 1. BCom General (Alternative RPL routes applies) Alternative route 1. BCom/BSc/Law/ACCA/CIMA	2 years relevant experience at an operational level measured against a competency framework	Verify 1. Qualification and Experience 2. Affidavit 3. Employer and colleague confirmation	1. 20 hours input-based with assessments 2. Annual ethics assessment
Job title: Accounting Officer, Designation: BAP(SA), Additional licenses required to perform independent reviews, business rescue, tax practitioner, advisory engagements etc.				
Set by SAQA, Tertiary institutions and SAIBA	Typical 1. BCom Accountancy Alternative route 2. BCom/BSc/Law/ACCA/CIMA	4 years relevant experience at an operational level measured against a competency framework	Verify 1. Qualification and Experience 2. Affidavit 3. Employer and colleague confirmation Assessment 4. Verbal assessment	1. 40 hours input-based with assessments 2. Annual ethics assessment 3. Annual Practice License 4. Specialist licenses at a management level

3. Overview of the finance department

01. SAIBA is a professional body for accountants. Accountants play an important part in the economic life of society and they do so in a set structure. This structure or hierarchy is known as the Finance Department and accountants can either work within the finance department or provide outsourced functions to the finance department. These services are provided either in exchange for a salary in the case of employed accountants, or for a fee in the case of self-employed accountants.
02. The finance department has great importance in the success of any organisation and it is the backbone of business process and operations within the organisation. No organisation and business function can run without finance and effective management of available finance is the key to success.
03. The business levels in the finance department is structured within a hierarchy based on complexity, responsibility and authority. The five business levels are:
 1. Strategic.
 2. Management.
 3. Operational.
 4. Functional.
 5. Administrative.
04. SAIBA designations are awarded to accountants that are appointed within an organisation to perform finance functions within different business levels. A typical organogram of the finance department is illustrated in the diagram below.
05. Employers determine the underlying competencies required for the various occupations within the organogram. As a professional body that follows an open access model to the profession we respond by applying various routes to a SAIBA designation. This is performed in line with the [Recognition of Prior Learning \(RPL\) criteria](#) set by the South African Qualifications Authority (SAQA).
06. Many organisations choose to outsource their finance function to firms of accountants. In response SAIBA offers a designations to members that offer accountancy services for a fee as an accountant in practice.
07. We therefore offer two streams of designations each with a specific focus. Corporate designations for those employed within the finance department, and a practice designation for those self-employed accountants providing outsourced functions.
08. A typical organogram of the finance department is illustrated in the diagram below:

Designation	Job Title	Business Level
Cert.Fin.Off(SA)	Chief Financial Officer, Financial Director, Finance Executive, Head of Finance, Chief Accountant	Strategic
CBA(SA)	Financial Manager, Vice President Finance, Finance Controllers	Treasurer Management
BA(SA)	Financial Accountant Cost Accountant Tax Accountant	Cash and Securities Manager Capital Budgeting Analyst Financial Planner Credit Analyst Internal Auditor Pension Fund Manager Operational
Pending	Bookkeeper, Assistant Accountant	Functional
Pending	Finance Administrator, Finance Associate, Payroll Administrators, Debtors Clerk, Creditors Clerk	Administrative

4. The role of the certified CFO

01. Typical job titles associated with a certified CFO include: Chief Financial Officer, Finance Director, Finance Executive, Head of Finance, Chief Accountant.
02. A certified CFO typically play a strategic and top leadership role in the financial management and operations of an organization. They typically lead a company's accounting, revenue, and finance departments, focusing on achieving and projecting excellent financial health for the company. They lead in the formulation of growth strategies, budget plans, and internal policies while also ensuring compliance to relevant industry standards and regulations. CFOs keep operations aligned with the organization's short-term and long-term financial goals. With the exception the CEO or chairman of a financial institution, this is the highest possible position for a finance-focused professional.

5. Requirements to become a certified CFO

01. Cert.Fin.Off (SA) abbreviated as CFO(SA) is relevant to you if you have experience in performing various finance executive functions within the finance department. Being certified as a CFO demonstrate your leadership abilities to future employers
02. The following table summarises the requirements that have to be met prior to being a certified as a CFO and awarded the Cert.Fin.Off (SA) designation. SAIBA offers three routes to the designation.
 1. A study route whereby a candidate studies with the aim of becoming a CFO,
 2. A work experience route whereby a person may have had other work experience prior to deciding to qualify as a CFO,
 3. A professional body route whereby a person is a member of the ACCA or CIMA and works as a CFO.
03. The below formulae illustrates the basis for awarding a designation is a combination of a qualification and experience that is verified and assessed:

Qualifications + Experience + Assessment => Designations + CPD

04. The diagram below recognises that the route taken to qualify as a CFO is specific to each individual. SAIBA recognises these choices and development pathways of candidates and therefore implements a policy of Recognition of Prior Learning (RPL) as provided for in the National Qualifications Framework (NQF) Act 67 of 2008.
05. RPL is a process through which qualifications and experience are measured, mediated for recognition across different contexts, and certified against the requirements for credit, access, inclusion or advancement in the formal education and training system, or workplace.
06. In terms of RPL we may require the candidate to complete additional assessments and years of experience prior to awarding the Cert.Fin.Off (SA) designation.
07. The table below provides a high level overview and example of the different routes and application of RPL. This is not exhaustive as qualifications and experience from each candidate can be diverse.

Qualification			NQF	Core Subjects	Upskill	Experience	Verify	Assess																					
Note A				Note B	Note C	Note D	Note E	Note F																					
A Study route / Standard / Typical																													
BCom Accountancy B Accountancy BCom: Accounting BCom: Financial Accounting BCom: Management Accounting (SAIBA Accredited)	BCom Hons	MBA	9	Yes	No	A	10	Yes	No																				
	Postgrad Diploma, CTA	MCom				B	11	Yes	Yes																				
B Work experience route / Alternative																													
Commerce																													
BCom: Investment BCom: Business Management BCom: Cost and Management BCom: Tax BCom: Internal Audit BCom: Economics BCom: Financial sciences BCom: Law BCom: Marketing Management (SAIBA Accredited)	BCom Hons, Postgrad Diploma, CTA	MBA, MCom	9	No	Applicable	A or B	12	Yes	Yes																				
										Non commerce																			
										BSc Actuarial Science BSc Mathematics of Finance BA Law (SAIBA Accredited)	Hons-level	MBA, M-level, Professional Body	9	No	Applicable	A or B	12	Yes	Yes										
																				C Professional body route									
																				ACCA CIMA SAICA		MBA, M-level	9	Yes	No	A or B	10	Yes	Yes

08. Qualifications (Note A): Qualifications must have been obtained from a University, University of Technology, or Private Higher Education Institutions registered with the Council for Higher Education (CHE).

- a. A typical underlying qualifications for the Cert.Fin.Off (SA) designation is, in order of completion:

1. Bachelor of Accounting Sciences, NQF level 7, [SAQA 101110](#);
 2. Postgraduate Diploma in Accounting Sciences, NQF level 8, [SAQA 90912](#);
 3. Master in Business Leadership, NQF level 9, [SAQA 98030](#).
- b. SAIBA applies an RPL policy for qualifications that are non-typical, in response to the diverse qualifications recognised by employers for the role of CFO. These include commerce qualifications such as: BCom: Investment, BCom Business Management, BCom Cost and Management, BCom Tax, BCom Internal Audit, BCom Economics, BCom Financial sciences, BCom Law, BCom Marketing Management, and non-commerce qualifications such as BSc Actuarial Science, BSc Mathematics of Finance, and BA Law. SAIBA may also RPL the exams of professional bodies such as the Association of Certified Chartered Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA) as sufficient to meet the qualification requirements for the Cert.Fin.Off (SA) designation.
09. **Core subjects (Note B):** It is recommended that the undergraduate qualification should include 5 core subjects at an appropriate level as is generally indicated by the academic year. These are: Accounting III, Auditing II, Tax II, Management Accounting II, Corporate Law II. In terms of the SAIBA RPL policy if an undergraduate qualification does not include the specified core subjects then the candidate should either:
- a. demonstrate to SAIBA that the knowledge was obtained via professional courses or on the job training,
 - b. in addition SAIBA may require additional years of experience.
10. **Upskilling (Note C):** SAIBA offers candidates an additional route to obtaining the required knowledge competency by writing a subject exam as set by SAIBA as part of its Upskilling program. Subject exams are not registered on the NQF but set by industry experts and academics so as to test technical and pervasive knowledge relevant to the underlying designation. Subject exams are available from our training platform www.saiba.academy. In terms of the SAIBA RPL policy if an undergraduate qualification does not include the specified core subjects then the candidate should either:
- a. demonstrate to SAIBA that the knowledge was obtained via professional courses or on the job training, this can take the form of a Portfolio of Evidence,
 - b. in addition SAIBA may require additional years of experience.
11. **Experience (Note D):** SAIBA requires candidates to obtain experience in a structured environment typically within an Approved Training Centre such as an Accounting Firm and monitored by way of a logbook. Experience can also be gained in an unstructured manner:
- a. Structured work experience (A): Training in terms of a SAIBA learnership or internship with an Approved Training Centre.
 - b. Unstructured work experience (B): Training in terms of an employment contract that can be reported either in timesheets, hours spent on relevant tasks, or via a Portfolio of Evidence. A portfolio of evidence is a file that contain:
 1. List of courses completed relevant to the competency required. This can be external or internal events or meetings.

2. Time sheets showing time spent performing the relevant tasks that demonstrates a competency.
 3. Examples of reports drafted for Board consumption.
 4. An essay describing and integrating the above. You need to demonstrate mastery of the vast majority of CFO competencies.
- c. In terms of the SAIBA RPL policy if an undergraduate qualification does not include the specified core subjects then the candidate should either:
 1. demonstrate to SAIBA that the knowledge was obtained via professional courses or on the job training,
 2. in addition SAIBA may require additional years of experience.
 - d. Years of experience is calculated as the total experience gained at the various business levels within the finance department e.g. 3 years article (Structured) + 3 years management (Unstructured) + 4 years executive (Unstructured).
 - e. Experience gained at the management and strategic level should have been obtained with employers of a certain size and complexity.
 - f. This requires that the candidate demonstrates:
 1. a job title of CFO, FD, senior or group FM, CFO or equivalent,
 2. experience obtained within a large private, public, or listed company with company or group turn-over of more than R30 million,
 3. Responsible for the supervision and management of 3 or more employees.
12. **Verify (Note E):** SAIBA verifies the candidates academic, technical competency, and pervasive skills with reference to:
- a. REFCHECK of the ID, Qualification, and Academic transcript,
 - b. Review of the candidates CV,
 - c. Obtaining an Affidavit from the candidate that the experience to gain the required competencies have been met,
 - d. Obtaining confirmation of competencies achieved signed by the candidate, employer, and colleague.
13. **Assessment (Note F):** SAIBA performs an assessment to enable the candidate to demonstrate that, as a result of learning through work experience, they have mastered the competencies and pervasive qualities that are substantially equivalent to those prescribed in terms of the SAIBA competency framework.
- a. The assessment consist of the following sections:
 1. Section A: Employment history,
 2. Section B: Aligning job functions/tasks to the SABA Competency Framework or logbook.
 3. Section C: A short essay of 800 words prepared by the candidate on how the competencies was applied in the workplace.
 4. Section D: A SAIBA assessor may be allocated to interview the candidate to assess the level of competency required.
 - b. The SAIBA Competency Framework:

1. SAIBA applies the International Accounting Education Standards (IAES) as issued by IFAC, as appropriate to the circumstances in performing the verification and assessment.
2. Candidates are required to demonstrate awareness, comprehension and application of technical knowledge and pervasive skills in terms of a competency framework as appropriate to the relevant business level.

6. Competency Framework and assessment of candidate certified CFOs

01. The candidate is expected to demonstrate that he/she has obtained the required qualification, experience and skills as required by the CFO Competency Framework.
02. The Competency Framework was developed by Queens University Canada, and identifies and examines the necessary competencies that a CFO needs to develop as they move from a management level to a strategic level. The competencies are those that distinguish the CFO from the financial manager.
03. A candidate does not need to be currently employed as a CFO but should be able to demonstrate the required competencies within the four roles of the CFO, namely:
 - a. Steward,
 - b. Controller,
 - c. Catalyst, and
 - d. Strategist.
04. Assessments are conducted in two parts. SAIBA evaluators verify the information presented by the candidate and an external assessor is appointed to perform a verbal assessment.
05. SAIBA may decide to use any of the following alternative assessment methods:
 - a. written exam marked by an examiner,
 - b. verbal assessment performed by an assessor,
 - c. essay reviewed by an assessor,
 - d. portfolio of evidence reviewed by an assessor,
 - e. time sheets reviewed by an assessor.
06. Assessment are conducted verbally and each candidate is asked questions from relevant topics or subject areas as reflected in the Competency Framework, and has to apply what he or she has learnt to a scenario. Responses are marked within score sheet. The pass mark is 72%.
07. The verbal assessment is conducted in terms of the SAIBA Assessment Policy and is used to judge:
 - a. Knowledge (relay the theory),
 - b. Understanding (reference an example), and
 - c. Problem solving and other abilities (explain a new or innovative application).

7. The application and approval process

01. Register as a SAIBA Associate. You will be redirected to a secure online payment portal to pay your SAIBA Associate fee.
02. Select and complete the Cert.Fin.Off (SA) application form by providing your contact details, information related to your qualification, experience, and complete a number of statements related to honesty, integrity and good standing.
03. Upload copies of your ID and latest CV.
04. Submit certified copies of completed qualifications and academic transcripts.
 - a. Provide proof of relevant qualifications for example:
 1. qualification that include the 5 subject areas: B Com: Accounting, B Accounting Sciences, BCom: Accountancy, BCom: Financial Accounting, BCom: Management Accounting, BCom: Tax, National Diploma: Accounting, Cost and management (if at NQF7), and
 2. qualifications that may not include the 5 required subject areas that require Upskilling: B Com: Investment, B Com: Business Management, B Com: Cost and Management, B Com: Internal Audit, B Com: Economics, B Com: Financial sciences, B Com: Law, B Com: Marketing Management, National Diploma: Management, Entrepreneurship, or
 3. having passed professional levels from an accredited professional accounting body e.g. CIMA Certificate, Operational and Management, and Strategic levels, or ACCA Advanced diploma in accounting and business, or
 4. a SAQA evaluation and alignment certificate indicating the comparative South African qualification if the qualification was obtained from a Non South African Institute of higher learning, or
 5. relevant prior learning obtained in the form of part qualifications, modules, short courses or similar courses completed and which SAIBA has recognised for membership purposes. In this case the experience requirements are adjusted to 15 years demonstratable experience within an accounting firm environment, or
 6. membership of a professional body that ascribes to the membership criteria of the International Federation of Accountants (IFAC) or a professional body with whom SAIBA has signed a membership agreement, and whom SAIBA has recognised for membership purposes.
05. Complete the workplace experience assessment and confirmation by employer. You will be required to complete an Examination-By-Experience. This consists of self-assessment,

employer verification, and corroboration by colleagues of obtaining critical competencies at an a Mastery level. [Download the competencies here.](#)

06. You will be redirected to a secure online payment portal to pay your Application and Assessment fee, as well as the designation fee. This can be paid annually or monthly via debit order.
07. We will evaluate your application and supporting documents. You will book an appointment with an assessor using our online booking tool and prepare for the initial assessment based on the relevant competency framework. SAIBA will communicate the results of the assessment and inform you of the outcome. This may be confirmation that your application was successful, or unsuccessful, or a recommendation for further development in which case we will recommend a course to develop a required skill.

8. Continuous assessments

01. Once you are approved as a certified CFO you also commit to being continuously assessed. This is how we ensure our designations are highly regarded by employers and presents a competitive advantage to our members. Continuous quality confirmation is a hallmark of the CFO designation, gives credibility and is valued by clients. Continuous assessment consists of:
 - a. **Ethics:** Complete the SAIBA course in ethics and related assessment. This must be repeated annually and must be obtained within 6 months of being awarded a designation.
 - b. **CPD:** A certified CFO needs to log 40 hours continuing professional development (CPD) per annum. CPD is required by law from all accountants in South African that has earned a designation. It shows your commitment to lifelong learning and must be obtained from SAIBA. [Click here to book your SAIBA CPD program.](#) CPD is a means to update knowledge required within a specific occupation. It is the responsibility of the certified CFO to determine which CPD is relevant to the work performed as part of the CFO occupation.
 - c. **Annual CFO Update:** The SAIBA Annual CFO Update is a course developed with CIMA that all certified CFOs are required to complete annually and is an update on latest trends.

9. The application form

SECTION 1	
Please select you membership type	
SAIBA member only	
SAIBA member and designation Certified Financial Officer (SA)	
SECTION 2	
Create a username to gain access to member only areas of the website (Usernames may only contain letters or numbers with no special characters or spaces. You may however use a valid email address)	
Username	
First name	
Last name	
SECTION 3	
Account information	
Password	
Confirm password	
Email address	
Confirm email	
SECTION 4	
Personal information	
Gender (Statistical purposes only)	
Race (Statistical purposes only)	
Title	
Full name	
Suffix	

Nick/Screen name	
Maiden name	
Spouse name	
Marital status	
Anniversary date	
Your ID number	
Your birthday	
Your website	
Address	
Address continued	
City/Town	
Country	
Province	
Postal code	
Phone	
Mobile	
Alternate email	
Postal address	
Postal address continued	
Postal code	
SECTION 5	
Professional information	
Organisation/ Employer	
Are you self employed	
Your job title	
Your profession/sector e.g. Manufacturing, Retail, Service etc	
Website	
Business/ Employer address	
Business/Employer address	

City /Town			
Country			
Province			
Postal code			
Business/Employer Phone			
Business/Employer Fax			
SECTION 6			
Are you currently registered with another professional body?	Yes	No	Specify:
Have you ever been removed as a member of a professional body?	Yes	No	Specify:
Have you ever been convicted of theft, forgery, or issuing a forged document?	Yes	No	Specify:
Are you an un-rehabilitated insolvent?	Yes	No	Specify:
Have you at any time been removed from an office of trust on account of misconduct?	Yes	No	Specify:
Is there any other information relating to your professional conduct of which SAIBA should be aware?	Yes	No	Specify:
Do you support, share and bind yourself to the SAIBA code of conduct as contained in the SAIBA Member Handbook?	Yes	No	Specify:

Do you commit to paying your fees before end of July or January, as the case may be, each year?	Yes	No	Specify:
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SECTION 7

Education/Qualification

Institution	Year	Field of study	Name of qualification

SECTION 8

Qualification type

Education – Please confirm that you have obtained any of the following qualification(s)/experience

Does your qualification include the following core subjects: Accounting III, Auditing II, Tax II, Management Accounting II, Commercial Law II	Y/N/NA
Completed qualification in a at NQF 7 (e.g. BCom Accountancy) or higher that was obtained from an institute of higher learning registered with the South African Department of Education.	Y/N/NA
Completed qualifications in a at NQF 8 (e.g. BCom Hons Accountancy) or higher that was obtained from an institute of higher learning registered with the South African Department of Education.	Y/N/NA
Completed qualifications in a at NQF 9 (e.g. MCom or MBA) or higher that was obtained from an institute of higher learning registered with the South African Department of Education.	Y/N/NA

A SAQA evaluation and alignment certificate indicating the comparative South African qualification if the qualification was obtained from a Non-South African institute of higher learning	Y/N/NA
Relevant prior learning obtained in the form of part qualifications, modules, short courses or similar courses completed, and which SAIBA recognises for membership purposes	Y/N/NA
Membership of a professional body with whom SAIBA has signed a membership agreement, or a professional body whom SAIBA has recognised for membership purposes (For example: SAICA, ACCA, CIMA, IOD)	Y/N/NA
A total of 8 – 10 Years workplace experience represented as 3 years at an operational level, 3 years at a management level and 4 years at a strategic level.	Y/N/NA

SECTION 9

Workplace experience

From	To	Name of employer	Turn-over	Nr of reporting employees	Key areas of responsibility

SECTION 10

Competence outcome and assessment criteria

In applying for the designation Cert.Fin.Off (SA) you need to confirm that you currently have the vast majority of the competencies listed below. These competencies are based on the competency framework prepared by the Southern African Institute for Business Accountants (SAIBA) and registered with the South African Qualifications Authority (SAQA). It is based on a research conducted by Queens University in Canada.

This means that, if required, you could demonstrate that you have both performed these tasks in

the past and could do so now if requested.

The vast majority (more than 80%) of these competencies should be performed at level A to qualify for the designation.

Please tick the box against all tasks that you are confident you have the competence to perform. When you have done so, you should sign and date the form in the space provided and obtain the counter-signature of either your employer (if in employment) or a professional peer (if you are self employed).

In either case, the counter-signatory must be able to confirm what you have agreed to on the form, in regard to your competencies.

Proficiency level:

A – Mastery: synthesize information to form a sound evaluation of a situation

B – Comprehension: analyse given information and develop preliminary conclusions

C – Awareness: recognize why information is relevant

Steward role: Accounting, control, risk management and asset preservation are the province of the Steward. The Steward must ensure company compliance with financial reporting and control requirements. Information quality and control rationalization are top-of-mind issues for the Steward.

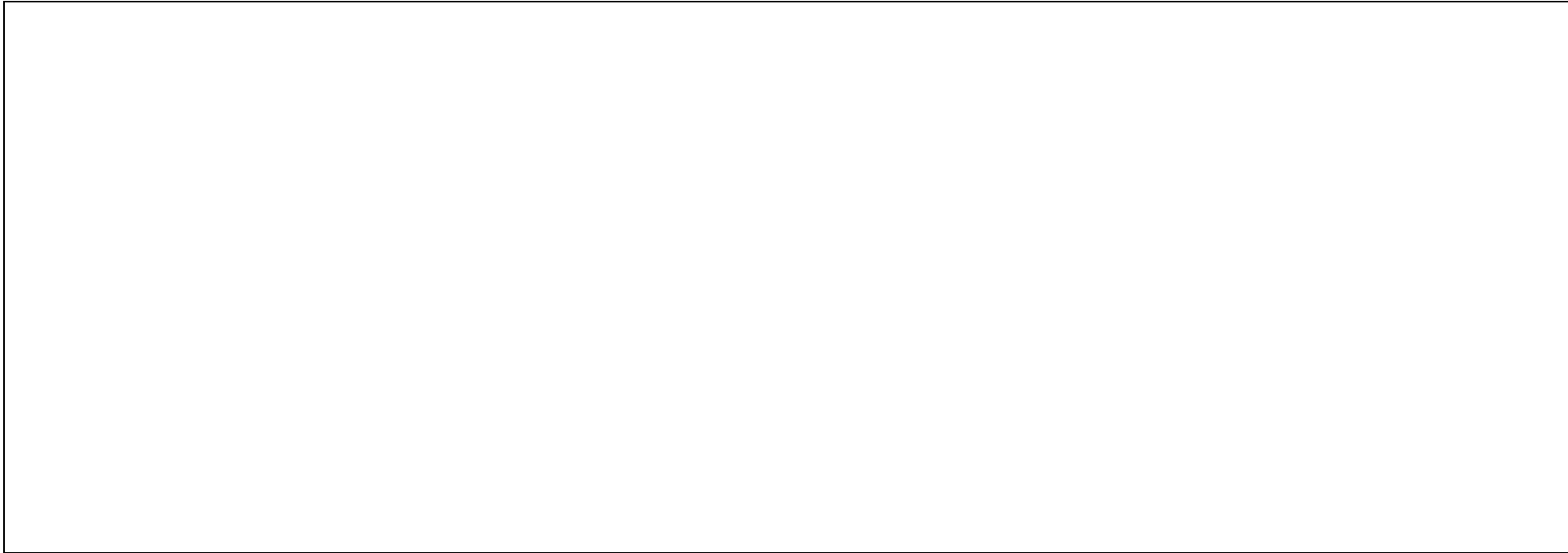
Competency	Description	Proficiency	Candidate	Peer review
			Date:	Date:
Working knowledge of risk management, budget, and forecasting tools	Risk management activities such as the use of monitoring, reporting, historical comparisons, evaluation tools, predictive analytics, risk-adjusted forecasts and process controls. Knowledge of budgeting and forecasting for units of an organization and the organization as a whole.			
Investment and credit risk knowledge	Knowledge of risks and returns for investments and credit (e.g. customer credit).			
Accounting knowledge (IFRS and taxation)	Up-to-date knowledge of IFRS and taxation in South Africa and all countries in which the company accesses capital markets.			
External financial and regulatory reporting knowledge	Knowledge of regulatory reporting requirements in South Africa and other countries in which the organization does business. If the organization is cross-listed, must understand the requirements of relevant statutes. Knowledge of industry-specific requirements.			
Understanding financial information systems and informational needs of decision makers	Thorough understanding of the informational needs of decision makers within the organization (from top level down through the organization). Overseeing a financial information system that is capable of producing useful information to meet those needs (e.g. budgeting, profitability of products, business units, and customer relationships)			

Understanding of systems, processes, and internal controls over financial information	Ability to create or oversee IT systems, processes, and internal control policies and procedures to ensure high quality of information.			
Understanding the business environment	Understanding the environment in which the organization operates. This includes the industry, the regulatory environment, and economic environment, etc.			
Fraud prevention, detection, investigation	Understanding of the types of fraud that can be committed within the organization and the conditions that often lead to fraud. Continuous monitoring of control systems to watch for weaknesses that could make committing fraud easier. Having a healthy skepticism to investigate possible fraud when red flags appear.			

Steward role: Assessment

An assessor will evaluate your response during a verbal assessment using the following criteria.

Explain in 200 – 400 words how you perform these tasks in the workplace.



Operator role: Efficiency and service levels are the primary areas of focus for the Operator. The Operator must dynamically balance cost and service levels in delivering on the finance organization's responsibilities, and adapt finance's operating model as necessary. Talent management, offshoring and shared service decisions are often the key issues to be addressed. This role is oriented toward best practices of the finance function itself.

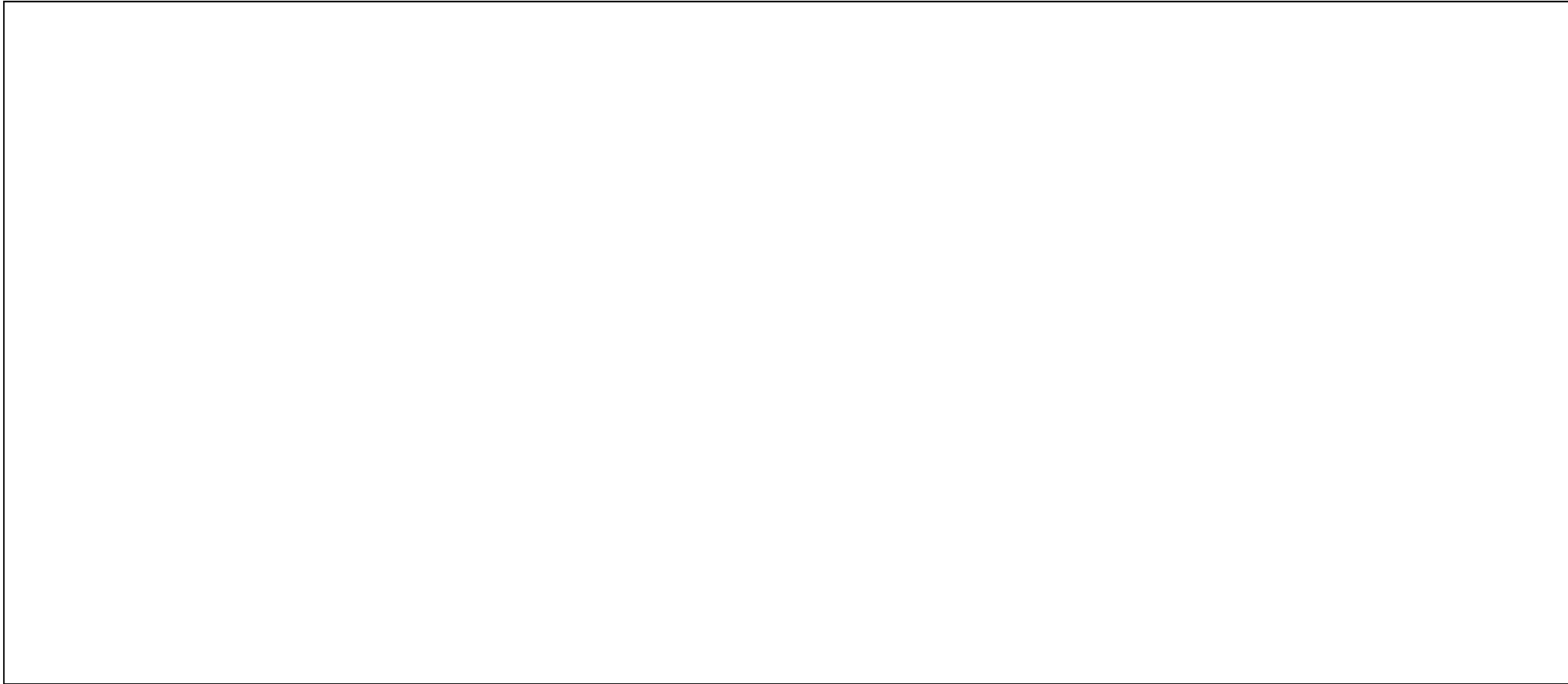
Competency	Description	Proficient	Candidate confirmation	Peer review
			Date:	Date:
Staff planning	Branding the company as a career destination for finance professionals is critical for attracting top talent.			
Project management	Identifying, developing, and overseeing projects that create value and meet or exceed financial goals.			

Staff management, mentoring, team building, and creating accountability	Manage staff not only for maximum performance, but also for advancement within the organization. Ability to manage a diverse staff with differing backgrounds, expectations, and goals; ability to build/facilitate effective teams.			
Corporate finance	Develop sets of strategic measures that can be used to anticipate challenges and monitor progress			
Treasury and investment management	Monitoring financing activities and adapting strategies and tactics to changes in debt and equity markets. Knowledge and use of financial instruments to gain the greatest risk/return on investments.			
Mergers and acquisitions, strategic alliances	Ability to analyze potential M&A deals and strategic partnerships for strategic benefit.			
Maximizing capital employed	Enhance value and service to the organization while holding down costs. Carry out cost-effective services without disruption. Outsourcing may be one alternative.			
Achievement / results orientation	The Certified Financial Officer (SA) must be able to translate performance into results. Being responsive to the needs of the organization and meeting those needs using measures that are appropriate and understandable.			

Operator role: Assessment

An assessor will evaluate your response during a verbal assessment using the following criteria.

Explain in 200 – 400 words how you perform these tasks in the workplace.



Catalyst role: The Catalyst is an agent for change, focused on establishing a value attitude throughout the organization. The Catalyst gains business alignment to identify, evaluate and execute strategies, and serves as a business partner to other decision makers including business unit leaders, the chief information officer, and sales and marketing leaders. The Catalyst establishes a structure of enterprise accountability directed toward results, drives enterprise execution, and gains acceptance from business management as the organization's catalyst. This role is oriented toward best practices of the entire organization.

Competency	Description	Proficient	Candidate	Peer review
			confirmation	
			Date:	Date:

Leadership and influence	Inspiring and motivating others in the organization. Providing the necessary guidance and direction to meet and exceed organizational goals and objectives.			
Communication/ presentation skills and executive presence	Ability to communicate effectively in writing and verbally, to connect with others, to persuade others, and to communicate complex information in an easy-to-understand manner. Ability to act appropriately for each occasion and with each audience. To be accessible to and respected by others at all levels in the organization.			
Corporate governance	Understanding elements of corporate governance and instituting best practices for creating a culture of excellence and ethical performance.			
Negotiation	Ability to negotiate with others in both friendly and adverse circumstances. Being a good listener is an important element in negotiation. Ability to resolve conflict.			
Relationship building and collaboration	Certified Financial Officer (SA)s interact widely with members of the entire organization. Networking with others, developing strong relationships, being a good team player and good collaborator. Being a good bridge-builder.			
Personal integrity, ethics, ability to identify ethical dilemmas and make ethical decisions	Understanding motivations of oneself and others, and recognizing the very real possibility of unethical behavior. Taking active and public steps to thwart misbehavior and encourage ethical behavior. Being a role model. Setting the “tone at the top”. Having a social conscience.			
Change management and flexibility	Manage change with minimum disruption; being a positive change agent. Being flexible and assisting others within the organization to be the same.			
Self awareness and insight	To be able to see one’s own faults or mistakes and take responsibility for them. To assist others to do the same without doing so in a patronizing manner or with harsh criticism/blame.			

Catalyst role: Assessment

An assessor will evaluate your response during a verbal assessment using the following criteria.

Explain in 200 – 400 words how you perform these tasks in the workplace.

Strategist role: The Strategist is a director, focused on defining the future of the company to enhance business performance and shareholder value. The Strategist provides a financial perspective on innovation and profitable growth, leverages this perspective to improve risk-awareness, strategic decision-making and performance management integration, and translates the expectations of the capital markets into internal business imperatives. This role is oriented toward long-term, strategic issues, and is outwardly directed.

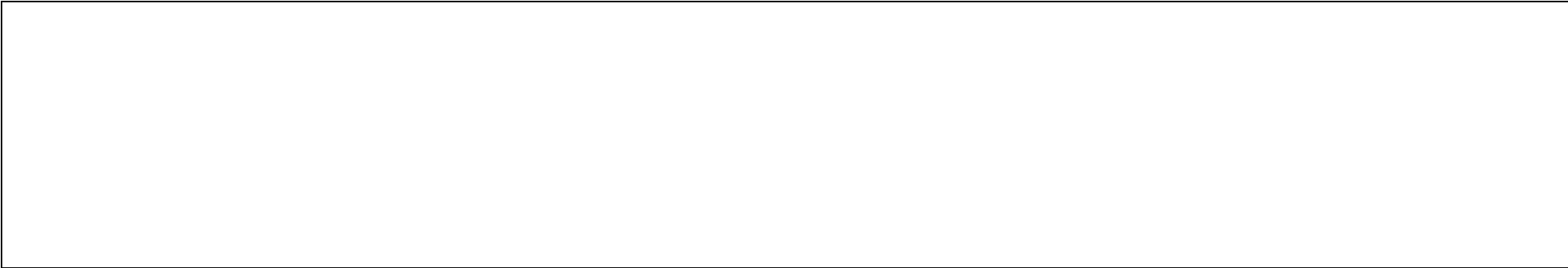
Competency	Description	Proficient	Candidate	Peer review
			confirmation	
			Date:	Date:
Goal setting / visioning	The ability to develop visions that prompt buy-in from a wide range of organizational stakeholders. As well, the ability to align finance function priorities with business strategy and organizational goals. Being a forward thinker.			
Strategic risk management	Understanding the “big picture,” that is, how the environment could impact the organization both negatively and positively. Understanding how internal and external factors can interact to create or reduce risk.			
Strategic thinking and decision-making	The ability to take a holistic and futuristic perspective of the organization that recognizes the synergies and interdependencies between the different parts. This perspective is leveraged in the use of information to create strategies that enable growth. This ability uses innovation and creativity, and often involves thinking “outside the box”.			
Performance management integration	Performance management integration is a holistic approach that spans all the processes and technologies related to performance management and consists of the integration of reporting and performance measurement, budget planning and forecasting, and organizational alignment. This includes the elimination or reduction of “non-value-added” activities, measuring financial performance, establishing efficiency metrics, measuring non-financial performance and measuring customer satisfaction.			
Critical thinking	The ability to make assertions based on sound logic and evidence. This consists of being able to distinguish between fact and opinion, ask questions, make detailed observations, and uncover assumptions. Make sound conclusions based on appropriate information.			
Managing ambiguity	The ability to deal effectively with uncertain situations. This requires the ability to control one’s anxiety levels so that a level of clarity in thinking is maintained in order that an accurate evaluation of the situation can be ascertained, and an effective response made.			
Dedication to continuous improvement	Having a desire to learn and to never be satisfied with current knowledge. Being inquisitive; taking every opportunity to learn new things and continually working on self-improvement. Self-motivated.			

<p>Advocate / ambassador for the organization</p>	<p>As the #2 person in the organization, the Certified Financial Officer (SA) must represent the organization to the outside world. This includes networking with shareholders, analysts, suppliers, customers, and the public at large. The Certified Financial Officer (SA) must have a keen sense of when and how to best portray both positive and negative information about the organization.</p>			
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Strategist role: Assessment

An assessor will evaluate your response during a verbal assessment using the following criteria.

Explain in 200 – 400 words how you perform these tasks in the workplace.



SECTION 10: ALL MEMBER TYPES

Confirmation of assessment

Candidate

I confirm that the completed application form and self-assessment is an honest & accurate self-appraisal of my achievements and competencies.

Signature of Candidate

Name

Date

Employer/Member of professional body/Peer review

I confirm the accuracy of the candidate's completed application form and self-assessment, based upon my own accurate knowledge of their competence.

Signature

Professional qualification

Name

Date

Job Title / Position Held

Name of Business Organisation

Address

.....

Post Code

Telephone Contact Number

Relationship to the Candidate

SECTION 11

Checklist

Appropriate documentation includes, but is not limited to:

- a. The completion of the relevant application form
- b. Certified copy of identity document, passport or any other identification document.
- c. Certified and official academic transcripts
- d. Evidence of attendance at Continuing Professional Development seminars
- e. Award certificates
- f. A CV or resume outlining relevant work history
- g. Statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies
- h. Results of any relevant examinations or tests which identify that the required competencies have been met
- i. A record of any relevant interview that responsible staff has held with the candidate regarding required competencies.

Note:

- The Institute reserves the right to request further evidence after an initial examination of the portfolio has been done.
- Transcripts and award certificates must be properly certified as true copies.
- The Institute reserves the right to interrogate and verify all documentation supplied in support of an RPL application.
- The relevant fees must accompany an application for RPL. Proof of deposit is required. Fees are not refundable under any circumstances. RPL evaluation will not begin before the fees are paid in full.
- The Institute will inform the candidate in writing of the outcome of his/her RPL application after the necessary verification processes have been completed.
- No RPL information, confirmation, policies, etc will be provided telephonically.
- RPL will only be valid if confirmed in writing by the Institute.

- If the student is dissatisfied by a negative RPL evaluation, he/she may register an appeal against the decision that will then follow the normal examinations/assessment appeals procedure of the Institute.