



# ICBA

Institute of Certified  
Bookkeepers  
and Accountants

2020

A professional  
body for  
**Finance and  
Business  
Practitioners**

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# About the ICBA

**The Institute of Certified Bookkeepers and Accountants (ICBA)** is a professional body for qualified finance professionals and business practitioners.

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As a professional body, the ICBA awards designations for people who hold recognised, registered qualifications and relevant work experience.

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The ICBA is not a training provider, nor do we conduct assessments or award qualifications.



## Who can apply

**ICB graduates:** If you currently hold an ICB qualification and have appropriate work experience, you will be able to register with the ICBA as a member and enjoy the benefits associated with a professional body. Refer to page 4 for benefits.

### **Graduates holding ICBA-recognised qualifications from professional bodies or accredited tuition providers:**

We welcome member applications to anyone who holds an NQF Level 3 or higher professional financial, accounting, bookkeeping, business or office management qualification, and has relevant work experience.

**People who are not yet qualified:** You can apply to be a student member of the ICBA. You won't be able to use a designation, as those are for qualified professionals only, but you will get all the other member benefits.



## What you need

**Qualifications:** Qualified ICBA members must hold an NQF Level 3 or higher professional qualification in finance, accounting, bookkeeping, business or office management.

**Work experience:** Qualified members must have relevant and current work experience. When applying, submit a detailed CV outlining your work experience.

**Continuing Professional Development:** To retain your ICBA membership, you must show that you have kept your professional knowledge and skills up to date. All ICBA members have to earn a minimum of 20 CPD points every year.

**Annual membership fee:** This must be paid in January so that you can continue to use your ICBA designation and receive member benefits.

## How to apply

You will need to send us:

- Your **completed ICBA Membership Application** form (download this from [www.icba.org.za/apply-now](http://www.icba.org.za/apply-now)).
- A **certified copy of your qualification results.**
- A **certified copy of your qualification certificates, diplomas or degrees.**
- Your detailed, current **Curriculum Vitae.**
- **Payment for your application.**

You are welcome to apply for ICBA membership anytime during the year. Note however that ICBA membership runs according to the calendar year, so it's best to get your application in before the New Year. The ICBA Admissions Board will assess all membership applications and will award levels of membership based on your highest qualification and relevant work experience.



## Why **Join** the ICBA

### **Improve your credibility**

Being a member of a professional body shows that you take your career seriously. It reassures employers and clients that you are committed to your professional development and are part of a respected community.

### **Keep your knowledge current**

Like pilots, doctors and other professionals, financial professionals need to keep their skills and knowledge up to date. ICBA members are required to earn a minimum of 20 Continuing Professional Development (CPD) points annually. This learning benefits you and the services you offer, and is hugely reassuring for your employers and clients too.

### **Place letters after your name**

When you apply to join the ICBA, we assess your qualifications and work experience. If these meet our criteria, and you pay our annual membership fee, we will certify you as an ICBA member at the highest applicable level. Student members do not get a designation, but all qualified members will be able to place their designation after their names, for as long as their membership is current. All members will receive a membership certificate that is valid until the end of the year.

### **Get a whole range of benefits**

The ICBA offers its members a range of benefits. We are also constantly working to improve the credibility and image of our industry.

# Members **Benefits**



## What we offer

A **designation** after your name (except for student members).

An annual **digital membership certificate**.

Our **FREE digital tax booklet**, issued after the annual Budget Speech.

Get **50% off membership** through SAIT if you qualify to become a tax practitioner. ([www.thesait.org.za](http://www.thesait.org.za)). Refer to the ICBA website for criteria needed.

**Use the ICBA logo** on your business card and email if you are a member.

Free access to **exhibitions**, free ICBA **webinars** and an ICBA **newsletter**.

**ACCA** ([www.accaglobal.com](http://www.accaglobal.com)) **discount available** to ICBA members that have successfully completed an ICB National Diploma Financial Accounting NQF6.



## Get your title

Become an **Accounting Officer** through the SAIBA ([www.saiba.org.za](http://www.saiba.org.za)). Refer to the ICBA website for criteria needed.

Certified Technical Financial Accountants and Certified Financial Accountants may perform the duties of an ex-officio **Commissioner of Oaths**. (Refer to our guide on the ICBA website for details).

Refer to our website  
for more information  
[www.icba.org.za](http://www.icba.org.za)



## Support and access

ICBA members who are bookkeepers in private practice can apply for exclusive access to **Sage Pastel Bookkeepers and Accountants Forums** which entitles you to a software welcome pack, priority telephone support, invitations to Pastel seminars, and much more for an annual fee. Contact Sage: 011 304 3550 or email: [channel@pastel.co.za](mailto:channel@pastel.co.za).

**Access to workshops, seminars and webinars** which can earn you CPD points.

**Ask Betty bookkeeper**, your personal technical helpdesk.

# ICBA membership levels

As an ICBA member, you can apply to upgrade your designation as you achieve new qualifications together with relevant work experience. The ICBA recognises NQF-registered qualifications in bookkeeping, accounting, office and financial management.

Should you wish to upgrade your membership level based on qualifications and/or work experience, please apply in writing and submit the qualification and work experience together with the membership upgrade fee.

Membership	Designation	NQF level attained	Minimum work experience*
Certified Junior Bookkeeper	CJBICba (SA)	Level 3	6 months
Certified Public Accounts Administrator	CPAAICba (SA)	Level 4	12 months
Certified Senior Bookkeeper	CSBICba (SA)	Level 4	12 months
Certified Small Business Financial Manager	CSBFMICba (SA)	Level 4	12 months
Certified Technical Financial Accountant	CTFAICba (SA)	Level 5	24 months
Certified Technical Public Accountant	CTPAICba (SA)	Level 5	24 months
Certified Junior Office Administrator	CJOAICba (SA)	Level 5	24 months
Certified Senior Office Administrator	CSOAICba (SA)	Level 5	24 months
Certified Financial Accountant	CFAICba (SA)	Level 6	36 months
Certified Office Manager	COMICba (SA)	Level 6	36 months
Student	None	Not applicable	0 months

*\* Relevant and current work experience*





### CPD points can be:

#### **Verifiable**

(A minimum of 8 or 12 required, depending on your level): Providing an attendance certificate from seminars, workshops, etc.

#### **Non-verifiable**

Self-study that you keep a record of yourself, e.g. reading industry articles.

# Earning **CPD** points

**CPD points is one of the ICBA's requirements for membership renewal.**

On-going learning means you are keeping your industry knowledge current and relevant. You earn 1 CPD point for each hour of learning you complete.

#### **Keep a record.**

ICBA members must use the ICBA's CPD Tracking Form (downloadable from our website) to record their learning. You will need to show this to the ICBA when you apply to renew your membership. Be sure to read about the ICBA's CPD policy and procedures on our website too.

#### **Earning CPD points is super easy.**

The EVENTS section on the ICBA website is updated regularly with workshops, seminars, conferences and webinars that can earn you CPD points. Self-study including reading articles and professional journals will also count towards your CPD hours.

Reading the ICBA newsletter counts! You'll earn 0.5 points for every ICBA newsletter you read. Read all the articles linked to it as well, for it to count.

# How much does the ICBA membership cost?

	Regular fees	Discounted fees for registered ICB learners
Application administration fee* (includes first year membership fee)	R 650	R 340
Annual membership renewal – all qualified members	R 570	R 280
Annual membership renewal – students (excludes use of designations)	R 450	R 250
Membership certificate re-print and post	R 250	R 250
Membership upgrade (includes digital certificate only)	R 200	R 200

## Special offer

Registered ICB learners qualify for discounted fees when applying for and retaining ICBA membership.

## Payment details

The Institute of Certified Bookkeepers and Accountants NPC,  
First National Bank – Rondebosch branch, bank code: 201509,  
Account number: 6243 9833 204. SWIFT code: FIRNZAJJ.

Please attach proof of payment to your ICBA Membership Application Form, which you can download at [www.icba.org.za/apply-now](http://www.icba.org.za/apply-now).



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