

A photograph of three men in business suits sitting around a table, looking at documents. The man in the center is wearing glasses and a patterned tie. The image has a strong green and blue color cast.

**INTRODUCING
THE ICPAR PFM CERTIFICATE
A FIRST OF ITS KIND.**



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ABOUT THE ICPAR PFM CERTIFICATE

Public Finance Management (PFM) refers to the process by which governments plan, raise, allocate, and manage financial resources to achieve policy objectives. It encompasses the management of public funds, revenues, expenditures, assets, and liabilities to ensure efficient use of resources in delivering public services and implementing government programs.

The PFM Certificate offered online by the Institute of Certified Public Accountants of Rwanda (ICPAR), is an innovative and specialized professional development program designed to equip individuals with the knowledge and skills to effectively manage public finances. Meant for public sector institutions, local governments, non-profits, and international organizations, this certificate offers a comprehensive understanding of the PFM cycle, principles, practices and processes of public finance management in line with international standards and best practices.

The program supports Rwanda's initiative to professionalize public finance officers, providing

a pathway for non-certified accountants or those who completed their qualifications before the PFM pathways were introduced in CAT and CPA programs. It is ideal for public sector employees, finance professionals, policymakers, and public administrators, offering career opportunities in areas such as public administration, finance, accounting, revenue management, auditing, procurement, and public debt managements.

The holders of this PFM certificate will not only be familiar with public finance theories but also will be capable of applying the acquired knowledge and skills in real-world public finance environments.

WHY CHOOSE THE ICPAR PFM CERTIFICATE PROGRAM?

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Relevance

Developed in collaboration with industry experts and tailored to the evolving needs of the public sector at local, regional and international level.



Practical Skills

Focus on practical skills essential for managing public finances, budgeting, procurement, governance and auditing in public institutions.



Recognition

Upon completion of the full certificate or any of the modules, one is sought after by institutions at home and abroad.

If you are an ICPAR student, don't worry! You'll get exemptions on CPA & CAT papers.



Networking Opportunities

Engage with peers and senior professionals working in the public sector.

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Programme Structure



Study Hours

The attainment of the PFM Certificate qualification is attainable through self-paced online study, welcoming candidates from various backgrounds.

In total, a commitment of **300 hours** is expected to complete the full certificate program. However, if you're only interested in pursuing any one of the 7 modules that make up the full certification, you will need to put in a total **40 hours**.



Assessment Format

The certificate assessment takes the form of a **100-minute computer-based examination** comprising **50 objective test questions**. Each question offers four options, with a value of two marks assigned to each. To successfully obtain this certificate, a **passing score of 50%** is required.



Fees Structure

Candidates can enrol in the full certificate program or select individual modules or a group of modules. However, this decision must be made at the time of registration. The fee structure is as follows:

Description	Residents (RWF)	Non-Residents (USD)
Full PFM Certificate	3,500,000	2,800
Single Module	625,000	500

Modules

A. Economic Planning & Budgeting: This foundational module of the PFM Certificate covers key concepts in economic planning and budgeting processes. You will gain the skills to support sustainable development, ensure efficient resource allocation, and reduce poverty. By the end of the module, you will have a solid understanding of planning and budgeting in the public sector thereby cementing your place as as a **Certified Planning and Budgeting Expert (CPBE)**.

B. The Procurement Process: This key PFM module covers public procurement strategies, emphasizing efficient, transparent, and accountable processes. By completing this module, you will gain the skills to contribute to ethical and effective procurement practices that support a country's development goals. Upon completion, you will be a **Certified Public Procurement Expert (CPPE)**, equipped to drive excellence in public procurement and ensure the best use of public resources.

C. Revenue Management: This module is a cornerstone of the PFM certification program, focusing on strategies for managing public revenue effectively and ethically. By completing this module, you will possess a comprehensive understanding and tools to contribute to efficient revenue collection, fostering sustainable economic growth and development. Upon completion, you will be a **Certified Revenue Management Expert (CRME)**.

D. Accounting in the Public Sector: This module is essential to the PFM certification program, focusing on public sector accounting principles and practices. You will explore strategies for transparency and accountability, understanding the role of accounting in resource management. By completing this module, you will gain the knowledge and skills needed to contribute to transparent financial reporting and accountable resource management. Upon completion, you will be a **Certified Public Bookkeeping Expert (CPBE)**.

E. Auditing in the Public Sector : This module is a critical part of the PFM certification program, focusing on auditing practices to ensure transparency, accountability, and effective resource management. By completing this module, you will gain a comprehensive understanding of public sector auditing practices and acquire the skills needed to conduct transparent audits that promote accountability and efficient resource management. Upon completion, you will be a **Certified Audit Associate (CAA)**.

F. Monitoring & Evaluation: This module is a pivotal part of the PFM certification program, focusing on strategies for effective monitoring and evaluation to optimize development outcomes. You will learn the role of monitoring and evaluation in assessing the efficiency and impact of development initiatives. By completing this module, you'll gain a comprehensive understanding of these principles and the skills needed for evidence-based decision-making and continuous improvement. Upon completion, you will be a **Certified Monitoring and Evaluation Expert (CMEE)**.

G. Integrated Financial Management Information Systems (IFMIS): This module explores how IFMIS can transform financial management by optimizing processes, enhancing transparency, and ensuring effective resource allocation. You'll examine the essential elements of IFMIS and its impact on budgeting, expenditure management, and reporting. By completing this module, you will gain a deep understanding of how IFMIS shapes Rwanda's financial landscape, driving economic development and poverty eradication. You will be equipped with the knowledge to contribute effectively to the nation's financial well-being. Upon completion, you will be a **Certified Financial Information Systems Analyst (CFISA)**.

**Complete the full PFM certificate
and become a Certified Public Finance Manager,
ready to drive sustainable development and excellence.**

**The world is underserved
without PFM professionals.**



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Frequently Asked Questions

Why do I need a PFM certification?

A PFM certification validates your expertise in public financial management, a vital skill set sought by the public sector, local governments, non-profits, and international organizations. It confirms your understanding of the PFM cycle and its associated processes and frameworks.

What are the career opportunities for a PFM Certificate?

A PFM certificate opens doors to diverse career opportunities in public financial management, local governments, non-profits, and international organizations. Roles range from entry-level to top management in areas such as public administration, project management, public policy, accounting, revenue management, auditing, procurement, information systems, treasury, public debt, and ESG advisory.

If I enrolled, how should I go about the learning process?

Once enrolled, you will have access to our online learning platform, where you can access course

materials, interactive modules, and assessments. You will progress through the course at your own pace as this is meant to be a self-study.

How long does the PFM Certificate take?

The certificate is available to the students for 12 months. However, one needs 6 to 12 weeks to complete the programme depending on individual learning pace and prior knowledge.

What happens if I don't manage to finish my learning in the allocated time?

If you're unable to complete the program within the allocated time, you may request an extension or re-enrol in the program for an additional fee. Our support team is available to assist you with any challenges or accommodations you may need.

Are there any prerequisites or language requirements?

There are no specific prerequisites for enrolment in the PFM certificate program, but proficiency in English is recommended as the course materials and assessments are conducted in English.



How do I gain access to the course modules?

Upon enrolment, you will receive login credentials to access our online learning platform, where you will find all course modules, resources, and interactive materials.

How many times can I sit the exam?

You are allowed to sit twice which includes the first attempt and one free re-sit. The pass mark for the exam is set at 50%.

I am unsure if my internet connectivity or computer/laptop will run the exam successfully; what should I do?

We recommend conducting a system check prior to the exam to ensure your internet connectivity and computer/laptop meet the technical requirements. If you have any concerns, please reach out to our technical support team for assistance well in advance of the exam date.

What happens if I lose internet connectivity during the exam?

If you experience internet connectivity issues

during the exam, please notify the exam monitor immediately. Depending on the circumstances, you may be allowed to resume the exam once connectivity is restored, or alternative arrangements may be made.

Which exam centre is advisable for my exams?

Our online exams can be taken from any location with a stable internet connection and a suitable environment conducive to examination conditions.

Does ICPAR have an exam centre where I can do my exam?

ICPAR conducts its PFM exams online, eliminating the need for physical exam centres. You can take the exam remotely from any location of your choice.

Can I enrol in the PFM Certification from anywhere around the globe?

Yes, our PFM Certification program is open to individuals worldwide. As long as you have access to a stable internet connection, you can enrol from anywhere in the world.

Can I take a bathroom break during the exam?

Yes, you can take short breaks during the exam for personal needs. However, the exam timer will continue running during your break, so it's essential to manage your time effectively.

What should I do with my phone during the exam?

To maintain the integrity of the exam, we recommend placing your phone out of reach and turning it off or switching it to silent mode during the exam period.

If I pass the certification; am I eligible for any exemption in CAT(R) or CPA(R)?

Upon successfully passing the PFM Certification exam, you will receive exemption on S3.6-Public Financial Management for CAT (R) and Advanced Public Financial Management for CPA (R) to recognize your achievement.

How do I pay for my course or module?

You can pay for your course or module through our secure online payment portal available on our website. Once you've completed the enrolment process, you will be guided through the payment options.

Will I get a receipt for the payment made?

Yes, upon successful payment for the PFM Certificate program, you will receive a receipt detailing the transaction for your records. This invoice will be sent to the email address you provided during the payment process.

When do I have to pay?

Payment for the PFM Certificate program is typically required at the time of enrolment.

What are the acceptable payment methods?

We accept various payment methods, including credit/debit cards, bank transfers, Urubuto, MOMO and other secure online payment options. Please ensure that you choose an appropriate payment method that suit you.

If my payment does not go through, what do I do?

If you encounter any issues with payment processing, please first ensure that the payment information provided is accurate and that your payment method is valid and has sufficient funds. If the problem persists, please contact our customer support team for assistance via education@icparwanda.com. We will work with you to resolve any payment-related issues promptly.

**For further inquiries, please contact us directly:
education@icparwanda.com**

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