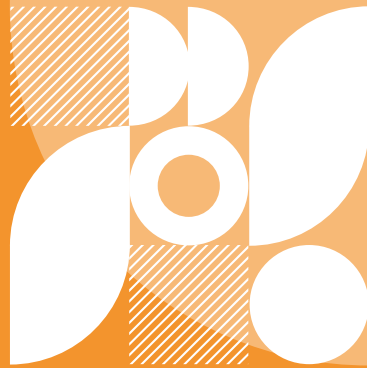


Advanced Diploma in Bookkeeping and Payroll



Diploma in Bookkeeping and Payroll

Advance your expertise in bookkeeping and payroll with our Advanced Diploma in Bookkeeping and Payroll. Tailored for individuals seeking to expand their knowledge beyond the basics of bookkeeping and accounting, this programme provides hands-on training in computerised bookkeeping, payroll management, and accounting procedures using industry-standard software such as Sage.

What will I experience?

Immerse yourself in a comprehensive curriculum designed to deepen your understanding and practical skills in bookkeeping and payroll management. Through interactive lectures, practical exercises, and real-world case studies, you'll gain the confidence to perform complex bookkeeping tasks and payroll procedures efficiently. Collaborate with experienced instructors and peers, learning alongside industry professionals to enhance your expertise in the field.

What will I learn?

- Master advanced bookkeeping techniques, including account adjustments and journal entries
- Develop proficiency in using Sage software for computerised bookkeeping and payroll management
- Gain practical knowledge in preparing management accounts and financial reports
- Learn to calculate holiday pay, redundancy payments, and complete month-end and year-end procedures in compliance with regulations
- Enhance your understanding of payroll legislation and regulations, including tax returns and employee documentation
- Acquire skills to manage payroll systems effectively, including data protection and file management

Duration: 14 Weeks,
Thursday 6.30pm – 9.30pm

Study mode: Online

Fees: Online – € 1,020

*Contact us for next availability.