

Bookkeeping & Payroll Diploma



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Bookkeepers and payroll administrators fulfil demanding roles at the heart of any company; in order to be successful in this career you should be able to handle the basics of these roles, which is as much about personality as it is talent.

This course is designed to help those wanting to access a career in bookkeeping and payroll, or further their studies in the fields of accounting and finance. Possible career paths include: bookkeeper, credit controller, finance assistant and payroll administrator/coordinator.

“The course gave me a great introduction to the Irish taxation system and has broadened my knowledge of ERP systems.”

Juliana Figueiredo
Bookkeeping and Payroll Diploma graduate

What will I experience?

You will learn how to undertake standard, day-to-day, duties of a payroll administrator. You will develop your understanding of how to make economically viable decisions to maintain a company's financial health.

What will I learn?

- Tracking and recording employee work hours and annual leave
- Calculating pay, taxes and social insurance
- Incorporating variables, like overtime, sick-pay, holidays and expenses
- Processing and paying salaries and wages – by cash, cheque or EFT
- Issuing payslips to employees
- Addressing problems and answering queries
- Issuing P45s, P60s and other related tasks

Duration: 14 Weeks
Tuesday 6.30pm-9.30pm
Study mode: Online/On-Campus
Fees: Online - € 1,020
On-campus - € 1,308
*Contact us for next availability.