

Make a great investment in your future!

At last a training programme that does not just teach the theory, but will also give you the time and the opportunity to practice, practice, practice in an actual working environment. You will be taught how to calculate wages and salaries manually, so that you build up a working knowledge of their preparation.

The training will cover :

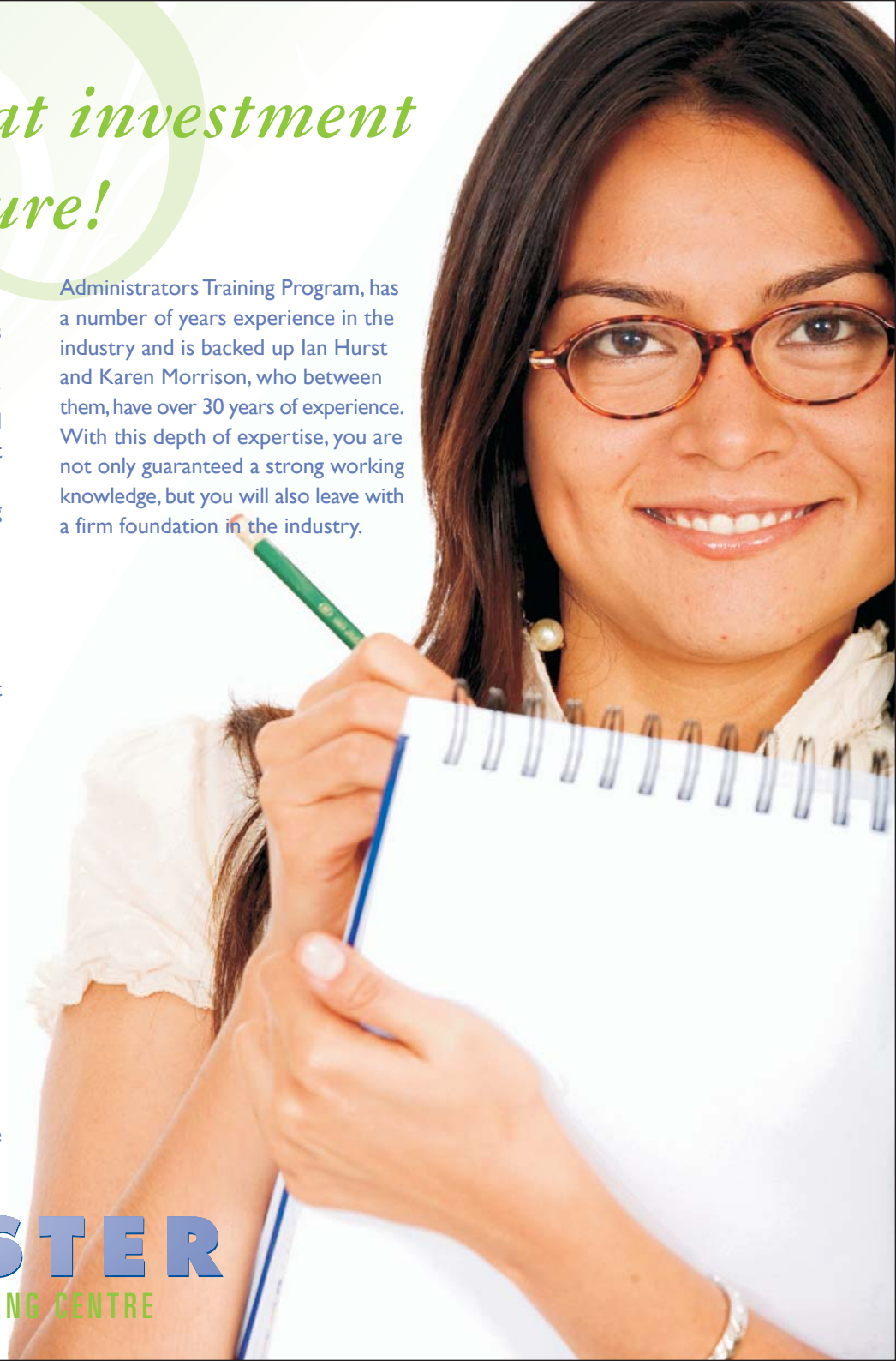
- all the laws that you need to know and apply (including basic tax)
- basic data manipulation using Microsoft Excel
- fringe benefits and how they work
- communication training
- time management
- payroll principles and theory
- manual payroll calculations
- payroll packages (VIP and Yellow desktop and online)

Who are we!

Paymaster has been the trusted outsource firm, for the past 10 years, by well over 170 satisfied companies, in the processing and maintenance of wages and salaries. The trainer, for the

Administrators Training Program, has a number of years experience in the industry and is backed up Ian Hurst and Karen Morrison, who between them, have over 30 years of experience. With this depth of expertise, you are not only guaranteed a strong working knowledge, but you will also leave with a firm foundation in the industry.

PAYMASTER
TRAINING CENTRE



On completion....

At the end of the 10 days of training the student will have processed at least 12 months of payroll.

You will be able to...

- Demonstrate an understanding of statutory legislation and requirements
- Process redundancy documents
- Complete year-end procedures
- Ascertain gross pay
- Plan, organise, implement and monitor work within the Payroll environment
- Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation

You will know how to...

The learner will also be able to successfully demonstrate the knowledge and skill required to:

- start a new company
- add new employees
- change employee details
- process all earnings
- process all deductions
- month end procedures
- complete year end procedures
- print payslips
- reconcile and print IRP 5 certificates

The Future is in your hands...

On completion of the programme you will receive a Certificate from the National Payroll Association and from Paymaster, certifying that you have written and passed a test that will enable you to fulfill the functions of a Junior Payroll Administrator.

Paymaster will endeavor to find employment for all successful graduates.

The programme will commence on the first of each month and the final exams will be written at the end of each course.

Venue: Paymaster offices, Milnerton, Cape Town

Cost R5195.00 (This includes all material and the use of equipment and software)

Easy Payment Plan Available

Just imagine, in two weeks you could be trained and ready to step into a new job. Open up a world of new opportunities and apply today.

Apply today...

Contact Amber Stynes

on 021 551 6898 and

take charge of your

future!