

PROFESSIONAL CERTIFICATE

PAYROLL AND MONTHLY SARS RETURNS

This programme prepares students to manage the manual monthly bookkeeping function and introduces key aspects of payroll, business ethics, and the Basic Conditions of Employment Act. Students develop the skills to perform payroll tasks from a bookkeeping perspective, including the calculation of PAYE, SDL, and UIF. The curriculum covers the completion of essential monthly and annual SARS returns, such as the EMP201, IRP5, IT3a, IRP501, and the VAT201, ensuring full compliance with national regulatory standards.

Program Outline

- Basic bookkeeping and VAT
- Plan, organise, implement, monitor and work within the payroll environment
- Record and validate input variations on employee records
- Basic conditions of employment
- Statutory registrations
- Complete PAYE documents
- Accounting for payroll
- Computerised payroll
- Monthly SARS returns and eFiling
- Ethics and the registered Tax Practitioner

Program Details

Program Type: Professional Certificate

Study Mode: Online, distance, or classroom

Duration: 3 Months

Accreditation Partner:



ICB
ACCREDITED BUSINESS
QUALIFICATIONS

Further Information



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