



**Duration:** 14 Weeks

Saturdays – 10.00am – 4.00pm or  
Tuesday 6.30pm–9.30pm

**Start date\*:** Oct/Nov 2023, Feb 2024

**Study mode:** Online/On-Campus

**Fees\*\*:** Online – € 850

On-campus – € 1,090

\*Contact us for next availability.

\*\* Check our website or contact our sales agents  
for information on our current promotional offers

# Bookkeeping and Payroll Diploma



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# Bookkeeping and Payroll Diploma

**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?

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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?

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- 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



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