



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
PAYROLL MANAGEMENT, COMPENSATION AND BENEFITS
ADMINISTRATION

(25th – 30th March 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

Management of payroll and statutory deductions has an adverse impact on employee job satisfaction and overall organization expenditure. The effective and efficient management of the payroll and statutory deduction is therefore crucial to running a successful organization that not only values its employees, but also complies with relevant legislation. This course is aimed at covering the fundamental principles of payroll and statutory deduction administration and provides up-to-date processes and legislation involved in the payroll and deduction function.

2.0 COURSE CONTENTS

This course will cover the following areas:

- (i) Introduction to Compensation System
- (ii) Salary Payments
- (iii) Salary Deductions
- (iv) Incentive Schemes
- (v) Key issues related to salary
- (vi) Legal Issues related to Payroll and Deductions (Employment Act, Pension Fund, Income Tax etc)
- (vii) Payroll Policy and Procedures
- (viii) Pay Records
- (ix) Understanding the Concept and Application of Payroll Software Systems
- (x) Treatment of employment termination
- (xi) Payroll audit
- (xii) Internal control

3.0 COURSE OBJECTIVES

At the end of the course, participants will be able to:

- (i) Gain knowledge of the latest trends that affect payroll administration
- (ii) Gain Skills on competency in statutory laws
- (iii) Evaluate and establish a computerized payroll system
- (iv) Apply the correct techniques to handle day-to-day payroll administration issues

4.0 TARGETED GROUP

This course is intended for accountants, payroll officers, payroll accountants, account assistants, payroll supervisors, auditors, HR Officers, ICT Officers, administrative officers, managers, HR professionals and team members who handle payroll and any employees interested in understanding and applying payroll best practices.

6.0 METHODOLOGY

The course will be conducted through lectures, discussions and case studies analysis and group assignment and presentation. Participants will be offered an opportunity to refocus and refresh.

7.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,000,000/=** (say **One Million only**) to cover for training material, tea/coffee and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

8.0 DATE, DURATION AND VENUE:

This course will be conducted from **25th – 30th March, 2019 (6 working days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

9.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

Course Director

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Course Administrator

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NB: *Early confirmation is highly appreciated.*

APPLY TO:

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