

Advanced Certificate in Payroll Management

Become a standout candidate in payroll. This practical course provides intermediate knowledge of payroll legislation, software, and Excel data analysis, equipping you to effectively process payroll. Enrol today!



 **COURSE DURATION: 12 months Access | ~ 300 hours**

Advanced Certificate in Payroll Management Curriculum

1. Introduction to Payroll
2. Certificate in Xero Payroll
3. Certificate in MYOB Business Payroll
4. Certificate in Personnel Management & Human Resources
5. Certificate in Leadership & Team Building
6. Certificate in Budgeting & Financial Management

What you will learn?

1. Introduction to Payroll

- Fundamentals of Payroll
- Understanding Key Australian Business Legislation

2. Certificate in Xero Payroll

- Introduction to Xero Online
- Setting up Xero Payroll
- Managing Payroll Items with Xero
- New Employees & Leave Requests with Xero
- Pay Templates in Xero
- Pay Runs in Xero
- Payslips, Reporting & Filing in Xero
- Employment Payment Summaries with Xero

3. Certificate in MYOB Business Essentials Payroll

- Introduction to MYOB Business Essentials Payroll
- Setting up MYOB Business Essentials Payroll
- Setting up Employees in MYOB Business Essentials
- Setting up Single Touch Payroll (STP) with MYOB Business Essentials Payroll
- Processing Pays with MYOB Business Essentials
- Paying Super and Payroll Reporting with MYOB Business Essentials

4. Certificate in Personnel Management & Human Resources

- Human Behaviour
- Workplace Communication Skills
- Workplace Health and Safety
- Controlling Operations
- Recruitment
- Staff Training
- Work Teams
- Positive Discipline
- Grievances and Complaints
- Monitoring and Reporting

5. Certificate in Leadership & Team Building

- Introduction to Leadership
- Leadership Qualities
- Interpersonal Relationships
- Communication Skills
- Team Building
- Systematic & Lateral Thinking

6. Certificate in Budgeting & Financial Management

- Accounting and Bookkeeping Fundamentals
- General Journal
- General Ledger & the Trial Balance
- Depreciation
- Adjusting Entries
- Financial Statements
- Budgeting, Forecasting and Cashflow Management
- Financial Statement Analysis

Career Benefits

- Learn the fundamentals of payroll legislation, payroll software and administration
- Obtain a major understanding of how to process payroll
- The Career Academy is a Xero Education Partner – receive the official Xero advisor certification on completion
- Receive unlimited tutor support via phone and email
- Gain an industry and employer recognised certificate – with an endorsed course on your CV
- Flexible online study – work at your own pace in your own time.
- Be qualified and earn more with a new job or promotion

83% of our graduates say their qualification improved their ability to get a new job or promotion.



“The team are transparent and coordinate with you the whole way! The course is easily laid out and instructions are easy to follow. Online learning has suited me, giving me a balance of work and study life. Career Academy is my number #1 choice. Currently doing my second course with them.”

-Mietta Mattox

We'll help you get a new job or promotion!

Boost your career with our **Career Success Bundle*** designed for job seekers, career changers, and those seeking promotions.

- **Career Coaching:** Get one-on-one support to create a plan that fits your strengths and goals.
- **LinkedIn Profile Optimisation:** Get support to make your LinkedIn profile stand out and attract jobs.
- **Interview Coaching:** Gain confidence with practice and expert tips to sharpen your interview skills.
- **CV Review:** Have your CV professionally reviewed and polished with modern templates.

**available at an additional cost.*

Potential Job Outcomes

- Payroll Administrator
- Payroll Officer
- HR & Payroll Coordinator
- Accounts Assistant (Payroll Focus)
- Finance Administrator
- Payroll and Benefits Assistant
- Business Services Coordinator
- Payroll Software Specialist
- HR Support Staff with Payroll Duties
- Office Manager

