

## Certificate in Accounts Administration and Payroll

### OVERVIEW

Get a qualification to match your experience

Take hold of your future with a Certificate in Accounts Administration & Payroll. Whether you are looking for the perfect position or need more tools for your current job, this industry and employer-recognised certificate is a logical step forward. Our payroll and accounting course includes modules to help you understand GST and accounts, plus you'll discover how depreciation operates on assets and how to process payroll. Enrol in the Certificate in Accounts Administration & Payroll

- Attain an employer recognised Certificate in Accounts Administration & Payroll
- Gain industry & employer-recognised certification
- Learn the basics of Microsoft Word
- Obtain access to the Official Xero Advisor Certification

Ready to become unstoppable?  
Enrol now and start your journey today.

Enrol Now

Course Content

### INVESTMENT

# €499

upfront payment; or  
€599 with a €25 a week  
interest free payment plan

### COURSE DURATION

# 140 hours

### COURSE TIMEFRAME

# 6 months