PAYROLL

Payroll Training

Payroll Management Course

- Module 01: Payroll System in the UK

- Module 02: Payroll Basics

- Module 03: Company Settings

- Module 04: Legislation Settings

- Module 05: Pension Scheme Basics

- Module 06: Pay Elements

- Module 07: The Processing Date

- Module 08: Adding Existing Employees

- Module 09: Adding New Employees

- Module 10: Payroll Processing Basics

- Module 11: Entering Payments

- Module 12: Pre-Update Reports

- Module 13: Updating Records

- Module 14: e-Submissions Basics

- Module 15: Process Payroll (November)

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Accounting and Tax

- Module 01: Tax System and Administration in the UK

- Module 02: Tax on Individuals

- Module 03: National Insurance

- Module 04: How to Submit a Self-Assessment Tax Return

- Module 05: Fundamentals of Income Tax

- Module 06: Advanced Income Tax

- Module 07: Payee, Payroll and Wages

- Module 08: Capital Gain Tax

- Module 09: Value Added Tax

- Module 10: Import and Export

- Module 11: Corporation Tax

- Module 12: Inheritance Tax

- Module 13: Double Entry Accounting

- Module 14: Management Accounting and Financial Analysis

- Module 15: Career as a Tax Accountant in the UK

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Introduction to Accounting

Section 01: Accounting Fundamental

- Lecture-1.What is Financial Accounting
- Lecture-2. Accounting Double Entry System and Fundamental Accounting Rules
- Lecture-3.Financial Accounting Process and Financial Statements Generates
- Lecture-4.Basic Accounting Equation and Four Financial Statements
- Lecture-5.Define Chart of Accounts and Classify the accounts
- Lecture-6. External and Internal Transactions with companies
- Lecture-7.Short Exercise to Confirm what we learned in this section

Section 02: Accounting Policie

- Lecture–8.What are Major Accounting Policies need to be decided by companies
- Lecture-9.Depreciation Policies
- Lecture-10.Operational Fixed Asset Controls
- Lecture-11.Inventory Accounting and Controls
- Lecture-12.Revenue Accounting and Controls

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Financial Analysis

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Data Analysis in Microsoft Excel Complete Training

- Modifying a Worksheet

- Working with Lists

- Analyzing Data

- Visualizing Data with Charts

- Using PivotTables and PivotCharts

- Working with Multiple Worksheets and Workbooks

- Using Lookup Functions and Formula Auditing

- Automating Workbook Functionality

- Creating Sparklines and Mapping Data

- Forecasting Data

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Business Administration Level 3

- Module 1: Representing Your Boss and Company

- Module 2: Skills of an Effective Administrator

- Module 3: Business Writing Skills

- Module 4: Communication Skills

- Module 5: Business Telephone Skills

- Module 6: Mail Services and Shipping

- Module 7: Travel Arrangements

- Module 8: Organising Meeting and Conferences

- Module 9: Time Management

- Module 10: Record Keeping and Filing Systems

- Module 11: Effective Planning and Scheduling

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Xero Projects & Job Costing

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Decision-Making

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Employment Law Level 3

- Module 01: Basic of Employment Law
- Module 02: Legal Recruitment Process
- Module 03: Employment Contracts
- Module 04: Employee Handbook
- Module 05: Disciplinary Procedure
- Module 06: National Minimum Wage & National Living Wage
- Module 07: Parental Right, Sick Pay & Pension Scheme
- Module 08: Discrimination in the Workplace
- Module 09: Health & Safety at Work
- Module 10: Dismissal, Grievances and Employment Tribunals
- Module 11: Workplace Monitoring & Data Protection

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Certificate in Anti Money Laundering (AML)

- Module 01: Introduction to Money Laundering

- Module 02: Proceeds of Crime Act 2002

- Module 03: Development of Anti-Money Laundering Regulation

- Module 04: Responsibility of the Money Laundering Reporting Office

- Module 05: Risk-based Approach

- Module 06: Customer Due Diligence

- Module 07: Record Keeping

- Module 08: Suspicious Conduct and Transactions

- Module 09: Awareness and Training

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Effective Communication Skills Diploma

- Module 01: Business Communication

- Module 02: Verbal and Non-verbal Communication

- Module 03: Written Communication

- Module 04: Electronic Communication

- Module 05: Communicating with Graphic

- Module 06: Effectively Working for Your Boss

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Facilities Management Level 3

- Module 01: Introduction to Facility Management

- Module 02: Space Management

- Module 03: Managing Workplace Services

- Module 04: Human Resource and Contract Management

- Module 05: Lease Purchase and Vendor Management

- Module 06: Health and Safety at Work

- Module 07: Sustainable Facility Management

- Module 08: Maintenance and Repairs

- Module 09: Project Management

- Module 10: Business Development and Succession Planning

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People Management Skills Level 3

- Module 01: Introduction to Human Resources

- Module 02: Employee Recruitment and Selection Procedure

- Module 03: Employee Training and Development Process

- Module 04: Performance Appraisal Management

- Module 05: Employee Relations

- Module 06: Motivation and Counselling

- Module 07: Ensuring Health and Safety at the Workplace

- Module 08: Employee Termination

- Module 09: Employer Records and Statistics

- Module 10: Essential UK Employment Law

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Performance Management

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Purchase Ledger

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Diploma in Lean Process and Six Sigma

- Module 1: Understanding Lean
- Module 2: The Lean Culture
- Module 3: The Five Principles of Lean
- Module 4: Value and Waste
- Module 5: Value Stream Mapping (VSM)
- Module 6: The Principles of Flow and Pull
- Module 7: Overview of Six Sigma
- Module 8: The Define Phase
- Module 9: The Measure Phase
- Module 10: The Analyse Phase
- Module 11: The Improve Phase
- Module 12: The Control Phase

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Thank You

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