



Transform Yourself. Transform the World.

The College is built upon the idea that a powerful, pragmatic, broad education can transform hearts and minds, can solve problems in an ever-changing world, and can yield ideas and innovation across every discipline.



ADDRESS

Main Campus: Main Street Junction,
P.O Box 1016 St. Elizabeth

Mandeville Campus: 29 Mandeville
Plaza, Manchester

Online Campus:
Tel: (876) 820-9260

CONTACTS

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MINISTRY
OF
EDUCATION, YOUTH & INFORMATION
Every Child Can Learn, Every Child Must Learn



PAYROLL CLERK

CAREER
DIPLOMA

COURSE OVERVIEW



Duration: 6 weeks
Fee: \$21,000.00
Award: Career Diploma
Mode of study: ONLINE, CAMPUS
Schedule: Evening classes

DUTIES OF A PAYROLL CLERK

A Payroll Clerk assists in the process of making sure a company pays employees accurately and on time.

JOB OPPORTUNITIES

One of the great things about working as a Payroll Clerk is that you know that you are needed in every industry.



RECOGNIZED

SEC is a registered institution of the Ministry of Education, since 2004. Employers have grown to trust & recognize our training programmes.

COURSE OVERVIEW:

This 6 wks training will cover the following modules:

- Overview of Payroll Accounting
- Tax Calculations
- Understanding Income Tax Act(Regulations)
- Filing Tax Returns
- Efficient Records Management System for the Accounts Office
- The use of technology in preparation of payroll & recordsmanagement