



PAYROLL ASSISTANT MANAGER / LEVEL 5

This Apprenticeship is for individuals who typically have responsibility for running the day to day payroll function dealing with more complex cases and will have an element of leadership. They often have a high level of technical expertise. The role may be located within a business/organisation or in a payroll bureau, bookkeeping or accounting practice, or professional services company. The job may sit within the HR or Finance function. Learning topics within this Apprenticeship include:

LESSON ELEMENTS

- Continual professional development (personal & team)
- Management and leadership styles
- Recruitment and retention
- Analysing techniques
- Report writing
- Negotiation skills
- Communication and presentation skills
- Systems and processes
- Techniques for Manual calculations for statutory payments and deductions
- Benefits in Kind
- Complex payroll calculations including leavers and termination payments
- Pensions
- Legislation, compliance and caselaw
- Stakeholders

LEARNER JOURNEY

- Up to 24 months on-programme learning + 6 months EPA (End Point Assessment)
- Regular, virtual classroom lessons/workshops
- Additional online 1-2-1 support from our specialist tutors
- Calculation revision lessons
- Workplace training, shadowing & mentoring
- Progress reviews
- End Point Assessment preparation



PROGRESSION



CIPP, the Chartered body for the payroll profession, offer all Payroll Assistant Manager Apprentices free of charge membership of the CIPP at associate level for 2 years. On successful completion of the Apprenticeship, individuals will be eligible to apply to upgrade their membership to full level. There may be further progression opportunities to more senior positions within payroll management, or a move to related roles in departments such as HR, Finance or Pensions.

For full course details please visit:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/payroll-administrator-v1-1>

 www.smarttar.co.uk

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