

# Occupational Certificate: Payroll Manager

NQF Level 06

240 Credits

SAQA ID: 121787



## ACCREDITED ASSESSMENT CENTRE

9435 Ikinixa Sreet,  
Pimville Zone 6,  
Soweto

4264 Magaqane Sreet,  
Pimville Zone 4,  
Soweto

### Integrated Assessment Focus Area 1

Manage payroll environment to ensure accurate payment of employees.

### Associated Assessment Criteria 1

1. Business Concepts: Ethics, customer management, and communication in payroll.
2. Technology & Tools: Essential computer applications and social media impact.
3. Regulatory Compliance: Payroll systems for accurate salary processing.
4. Business Integration: Payroll's role in various business functions.
5. Management Practices: Performance management and unit function assignments.
6. Cost Efficiency: Review of remuneration structures
7. Operational Understanding: Span of control, duties separation, and evaluation.
8. Year-End Procedures: Compliance with legislation and stakeholder management.

### Integrated Assessment Focus Area 2

Managing compliance to policies, procedures and legislation to mitigate governance risks.

### Associated Assessment Criteria 2

1. Payroll & Finance: Budgeting and financial statements in payroll accounting.
2. Risk Management: Identifying and addressing payroll-related risks.
3. Quality Assurance: Reviewing payments and general ledgers.
4. Financial Accuracy: Analyzing income and financial statements.
5. Audit Preparation: Compliance with payroll legislation and audit functions.
6. Audit Action Plan: Addressing root causes and policy gaps.