



# ICB FINANCIAL ACCOUNTING FOUNDATION LEVEL

## PAYROLL AND MONTHLY SARS RETURNS (PMSR)

This subject prepares students to manage the manual monthly bookkeeping function and introduces key aspects of payroll, the Basic Conditions of Employment Act, and foundational business ethics. Students will develop the skills to perform payroll tasks from a bookkeeping perspective, including the calculation of PAYE, SDL, and UIF, as well as the completion of monthly and annual SARS payroll returns (EMP201, IRP5, IT3a, IRP501) and the VAT201 return.

**Format:** Online, Distance or Classroom

**Cost:** ICB Fees + Study Materials + Tuition Fees

**Duration:** 48 hours, 12 weeks programme

**Career Fields** (on full completion of the programme):

Junior Bookkeeper, Accounts Administrator, Debtors Administrator, Creditors Administrator, Payroll Administrator, SARS Returns Clerk

FACT SHEET

MODULE / SUBJECT CERTIFICATE	IQB FULL PROGRAMME CERTIFICATION*	NQF FULL QUALIFICATION*
<p>Receive a Subject Certificate endorsed by IQB for each successful subject.</p> 	<p>Receive a co-branded ICB and IQB Professional International Certification</p> 	<p>NQF level 3, SAQA ID- 58375. Credits 120. (Only for legacy students)</p> 

\*only after completion of all subjects in programme