

# Professional development in Finance, Taxation and payroll

**Did you know that your  
degree will not assist  
you in getting a job  
without the right skills?**

**Its practical skills and  
knowledge employers need  
today.**

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1. Master Accounting Software (Tally)
2. Be able to work with Advanced Excel functions in Finance and Accounting
3. Be able to work independently with Payroll System
4. Be able to Compute:
  - Corporation Tax
  - Payee
  - Skills development levy
  - Withhold Tax
  - Value added Tax (TRA)
  - Pension
  - Vat returns and Tax payment
5. Be able to fill various form including:
  - P9 and P10
  - Pension forms
  - WCF
  - Vat returns
6. Be able to do registration online
  - Register for Tin
  - Register for payment
  - Submit Vat returns