



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Analysis and management of salaries

## Objectives

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- The employee benefits and their impact on the institution will be discussed and how to analyze the salaries and benefits using the Excel program, in addition to discussing accounting and internal and external auditing and their relationship with human resources, salaries and data that may be required. This course emphasizes the need for confidentiality in the payroll section and the need to exchange data with others based on the company's policy. This course ends with a budget for the department and a larger budget for salary and benefits costs in the company

## Who Should Attend?

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- All employees working in finance departments
- Senior accountants and financial supervisors
- Financial Managers
- Financial observers

## Seminar Outline

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### DAY 1

- Check payrolls
- Setting the salary budget
- Introduction to the budget
- Fraud in the payroll department
- Record payroll expenses

### DAY 2

- The concept and nature of the examination.
- Comparison of examination and scrutiny.
- Examination purposes.
- Who checks the budgets and final accounts.
- Types of checks.
- Steps to check budgets and final accounts.



- The most important elements of the analysis involved in the examination of balances and final accounts.
- Various practical situations.

### DAY 3

- Record payroll costs receivable on assets and inventory
- Salary settlement with employee accounts
- Settlement of liabilities with social security and government agencies
- Reconciliation of payments and bank account
- Introduction to review

### DAY 4

- Budgeting for the payroll department
- Prepare the annual salary and contribution budget for the entire company
- Statement of salaries and contributions
- Retain staff
- Development

### DAY

- Increases and discounts
- Salary Approvals
- Internal and external
- Payroll section as a link
- Objectives of the payroll department





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