



YOUR CAREER IN PAY

This timeline illustrates how a career in the pay industries can develop across different levels, and the CIPP products and services that can support you at each stage.

But remember - there are many ways to progress through the industry, whether you're starting out, moving in from another field or choosing to specialise.

For more information on routes and roles through the industry, scan or click the QR code or visit cipp.org.uk/careers.



Hear from payroll professionals about their careers in payroll



New to pay, or joining from a related field
ADMINISTRATOR / OFFICER /
FINANCE OR ACCOUNTS PROFESSIONAL

SUGGESTED MEMBERSHIP

Affiliate

[Click for details](#)



SUGGESTED QUALIFICATIONS

LEVEL 3	Payroll Technician Certificate	Click for details
LEVEL 3	Payroll Technician Certificate – ADVANCED	Click for details
LEVEL 3	Certificate in Pensions Administration	Click for details
LEVEL 3	Payroll Administrator apprenticeship	Click for details

SUGGESTED TRAINING

Payroll QuickLearn e-learning library	Click for details
Introduction to Payroll	Click for details
Introduction to Income Tax and NICs	Click for details
Payroll for Non-Payroll Professionals	Click for details

Recommended courses only. See page 28 for the complete course list.

Building confidence and taking on more responsibility
SENIOR ADMINISTRATOR /
COORDINATOR / ASPIRING MANAGER

SUGGESTED MEMBERSHIP

Associate

[Click for details](#)



SUGGESTED QUALIFICATIONS

LEVEL 4	Payroll Specialist Certificate	Click for details
LEVEL 4-5	FdSc Payroll Management (UK Payroll)	Click for details
LEVEL 5	Payroll Management Diploma	Click for details
LEVEL 5	Payroll Assistant Manager apprenticeship	Click for details

SUGGESTED TRAINING

Payroll QuickLearn e-learning library	Click for details
Payroll Year End	Click for details
Holiday Pay and Leave	Click for details
Managing Expenses and Benefits	Click for details

Recommended courses only. See page 28 for the complete course list.

Leading a team and deepening your expertise
TEAM LEADER / MANAGER /
SPECIALIST

SUGGESTED MEMBERSHIP

Full

[Click for details](#)



SUGGESTED QUALIFICATIONS

LEVEL 4-5	FdSc Payroll Management (UK Payroll)	Click for details
LEVEL 5	Payroll Management Diploma	Click for details
LEVEL 5	Payroll Assistant Manager apprenticeship	Click for details
LEVEL 6	BSc (Hons) Leadership and Management	Click for details
LEVEL 7	MSc Strategic Leadership	Click for details
LEVEL 7	MBA Leadership	Click for details

SUGGESTED TRAINING

Payroll QuickLearn e-learning library	Click for details
Payroll Update	Click for details
National Minimum Wage Masterclass	Click for details

Recommended courses only. See page 28 for the complete course list.

Shaping strategy and driving pay in your organisation
DIRECTOR / BUSINESS OWNER /
CONSULTANT / DEPARTMENT HEAD

SUGGESTED MEMBERSHIP

Fellow

[Click for details](#)



SUGGESTED QUALIFICATIONS

LEVEL 7	MSc Strategic Leadership	Click for details
LEVEL 7	MBA Leadership	Click for details

SUGGESTED TRAINING

Payroll QuickLearn e-learning library	Click for details
Payroll Update	Click for details
Managing Payroll Operations Across the Globe	Click for details

Recommended courses only. See page 28 for the complete course list.

At the top of your profession and giving back to it
DIRECTOR / BUSINESS OWNER /
CONSULTANT / DEPARTMENT HEAD

SUGGESTED MEMBERSHIP

Chartered

[Click for details](#)



SUGGESTED QUALIFICATIONS

LEVEL 7	MSc Strategic Leadership	Click for details
LEVEL 7	MBA Leadership	Click for details

SUGGESTED TRAINING

Payroll QuickLearn e-learning library	Click for details
Payroll Update	Click for details
Managing Payroll Operations Across the Globe	Click for details

Recommended courses only. See page 28 for the complete course list.

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