

Accounting Tax HR Payroll and Tax in Angola

General Objectives:

This course is aimed at professionals who belong to the financial, tax and accounting and/or administrative area, who need to update specific accounting and tax skills, as well as obtain knowledge and to enable them to carry out salary processing in Angola, considering the recent changes introduced with the new General Labor Law.

Specific Objectives:

At the end of the course, trainees will be able to:

- Analyze the main aspects of the Angolan accounting and tax structure;
- Know which criteria to use in the preparation of Angolan financial statements and identify the components of the balance sheet;
- Acquire technical knowledge on Taxation, as well as a concrete and well-defined notion of the Angolan Tax system;
- Understand the current tax regulatory framework in Angola applied to Human Resources;
- Explore the recent changes introduced with the new General Labor Law;
- Analyze the impacts on labor and tax processes with the new General Labor Law;
- Recognize the assumptions of the tax base and its impact on remuneration and salary supplements;
- Recognize the assumptions of the contributory base and its impact on remuneration and salary supplements;
- Identify the exemptions and benefits of the Tax and Contributory Code of Angola;
- Analyze the consequences for companies and employees of the application of tax legislation in the labor management of human resources;
- Identify the characteristics of the remuneration system;
- Evaluate in which situations there may be an additional remuneration.

Recipients:

This course is intended for Accounting and Management Control Officers and Employees, as well as middle and senior management of the company, with knowledge of Finance.

Duration:

60 Hours

Content Program:**Module A - Accounting and Taxation****Module I - The General Framework for Accounting in Angola**

- Historical evolution;
- The Angolan Accounting Plan;
- Accountability documents;
- Differences between the Portuguese Accounting System and the Angolan Accounting System;
- Constituent elements of financial statements.

Module II - Financial Statements

- Users and information needs;
- Objectives of financial statements;
- Responsibilities for the preparation of financial statements.

Module III - Component of Financial Statements

- General Provisions;
- Balance Sheet;
- Income Statement and Cash Flow Statement.

Module IV - Table of Financial Statements

- Introduction;

- List of Accounts;
- Monetary Means;
- Capital and Reserves;
- Income and Gains by nature;
- Costs and Losses by nature;
- Results.

Module V - Angolan Tax System

- Introduction to the Angolan Tax System;
- Tax Reform in Angola;
- General Tax Code;
- Industrial Tax;
- Statute of Large Taxpayers;
- Transfer Pricing;
- Contracts Law;
- Capital Gains Tax;
- Stamp Duty;
- Consumption Tax;
- Employment Income Tax;
- Patrimony - Urban Property Tax and SISA;
- Inheritance and Donations Tax.

Module B - Salary Processing and Human Resources Taxes

Module I - The legal-labor and tax regime applied to Human Resources Management in Angola according to the new General Labor Law

- Legal and fiscal framework of the Angolan regime;
- The changes introduced with the new General Labor Law;
- Main changes and innovations in the tax system;
- Implications of tax changes in Human Resources Management.

Module II - Tax operations in Human Resources Management

- Main tax obligations;
- Salary Processing;
- Tax rules in the processing of salaries, allowances and subsidies;
- Delivery of tax returns;
- Tax procedures;
- Deadlines and Tax Calendar.

Module III - Salary Processing and its changes with the new General Labor Law

- Salary conditions;
- Vacation and Christmas allowances;
- Family allowance;
- Employment Income Tax (IRT):
 - The different rates applicable for the calculation of IRT.
- In which situations additional remuneration may exist;
- What are the main types of remuneration;
- What are the procedures in the various situations:
 - Fixed-term contract;
 - Trial period;
 - Agreement for the termination of the employment contract;
 - Exemption from working hours;
 - Overtime work;
 - Adaptable working hours regime;
 - Obligatory control of entries and exits (attendance);
 - Working time sheets and recording of overtime work;
 - Justified absences with and without pay vs unjustified;
 - Holidays;
 - Holidays;
 - Transfer of workplace;
 - Compensation and deductions.

Module IV - Treatment of official discounts and payment deadlines

- How supplementary benefits are calculated;
- Hourly pay;
- Allowances;
- Dismissals;
- Compensation:
 - Sickness vs maternity allowance;
 - Exemption from social security contributions;
 - Official deductions;
 - Other aspects of salary processing;
 - Special cases of calculation of remuneration.
- Exemption from working hours, night work, overtime work, public holidays.

Module V - The Angolan Contributory Code and Social Security with the adaptations introduced with the new General Labor Law.

- Contributory legislation of Angola;
- Basic Law and Legal Regime for the linkage of Social Security in Angola;
- Compulsory Contributions;
- Contributory rules in the processing of salaries, allowances and subsidies;
- Exemptions and benefits;
- Delivery of contributory declarations;
- Contribution procedures;
- Deadlines and contributory calendar.