



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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JAMAICA, WEST INDIES

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### **CIRCULAR No. 129**

**OSC Ref. C.6272<sup>12</sup>**

**12<sup>th</sup> June, 2020**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Payroll Officer (FMG/AT 2)** in the **Finance and Accounts Division, Office of the Prime Minister**, salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Head of Payroll, the Payroll Officer is responsible for processing wages and salaries, statutory deductions and other salary related documents on behalf of the Office of the Prime Minister.

### **Key Responsibilities**

- Updates Earnings Record and prepares Earnings Cards for new appointments;
- Balances Control Sheet and Payroll Register;
- Prepares Salaries Payment Voucher for lodgement to the Salaries Bank accounts;
- Processes payments and submits Salary Adjustment Letters to the Accountant General's Department (AGD);
- Uploads fortnightly and monthly salary to Government's Financial Management System (GFMS) for authorization;
- Prepares Income and Education Tax, National Housing Trust (NHT) and National Insurance Scheme (NIS) Deduction Vouchers by activity for commitment;
- Prepares employees salary information, (e.g. P45, P24, NHT letters etc) as requested;
- Maintains file for Deduction Cheque Register;
- Posts commitment on Government's Management Information System (GMIS).

### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Good interpersonal and customer service skills
- Good numeric skills
- Proven ability to quickly learn new information, processes and procedures
- Proven ability to meet deadlines and identify and deal with problems
- Knowledge of the Financial Administration and Audit (FAA) Act and other related Government of Jamaica regulations and procedures
- Knowledge of accounting principles, practices and control systems
- Sound integrity and confidentiality
- Proficient in the use of computer applications and software - Microsoft Office Suite (Word, Excel, Outlook), MyHr+ and accounting system (GFMIS)

### **Minimum Required Qualification and Experience**

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Government Accounting Level 2 – Modules 1-5.

Applications accompanied by résumés should be submitted **no later than Thursday, 25<sup>th</sup> June, 2020 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



Merle I. Tam (Mrs.)  
for Chief Personnel Officer