



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 187**  
**OSC Ref. C.4858<sup>36</sup>**

**5<sup>th</sup> August, 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 **Ministry of Industry, Commerce, Agriculture and Fisheries**, salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Payroll Manager (FMG/PA 2), the Payroll Officer (FMG/AT 2) is responsible for the maintenance of the Salaries Cash Book and the preparation of the Bank Reconciliation for the salaries account.

### **Key Responsibilities**

- Assists in the preparation of the Payroll ensuring all relevant information in connection with the payment of salaries are properly entered on the payroll system;
- Assists with the Personnel Emolument Schedule of the Annual Budget by supplying the relevant information;
- Prepares Payment Vouchers;
- Prepares leave and last pay certificate;
- Maintains and balances salary control;
- Maintains record of salary particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Salaries and the Principal Finance Officer.

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

#### ***Core:***

- Good oral and written communication skills
- Good customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

#### ***Technical:***

- Knowledge of the FAA Act, other associated legislation, circulars, directives, bulletins.
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant payroll software and other applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ's Payment Process
- Knowledge of Internal Controls

### **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.

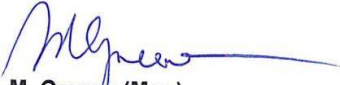
Applications accompanied by résumés should be submitted **no later than Wednesday, 19<sup>th</sup> August, 2020 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer (acting)