



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 337
OSC Ref. C. 4860⁹

21st December, 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 following **vacant** posts in the **Ministry of Labour and Social Security**:

1. **Monthly Payroll Officer (FMG/AT 2) – Salaries Unit**, salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.
2. **Fortnightly Payroll Officer (FMG/AT 1) – Salaries Unit**, salary range \$797,713 – \$948,230 per annum and any allowance(s) attached to the post.
3. **Accounting Clerk (FMG/AC 2) – National Council for Senior Citizens**, salary range \$754,259 – \$896,577 per annum and any allowance(s) attached to the post.

1. Monthly Payroll Officer (FMG/AT 2)

Job Summary

Under the direct supervision of the Payroll Manager, the incumbent will have direct responsibility for the control and payment of salaries and wages for monthly paid staff.

Key Responsibilities

Salary Computation:

- Has direct responsibility for monthly payrolls (permanent and temporary monthly paid staff) in respect of the Ministry of Labour and Social Security;
- Ensures that all relevant information in connection with the payment of salaries are properly entered to the Payroll System. This include:
 - ✓ Salary particulars in respect of new employees
 - ✓ New appointments (promotions) and acting appointments
 - ✓ Details of deductions to be made from salary
 - ✓ Transfers, resignation, dismissals, Study Leave, Vacation Leave and dates of resumption;
- Checks and ensures that salary is correctly computed by the System and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances On and Off salary Control Register for each payroll run;
- Maintains continuous record of salary particulars of each employee on the payroll, showing such information as date of appointment, incremental date, post, cost centre, salary scale, present salary and notes regarding acting appointment, etc.;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

Deductions and Returns:

- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, NIS and NHT, are made promptly after the end of the year.

Other:

- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Section with the following particulars on all members of staff:
 - ✓ Names of employees
 - ✓ Present salary
 - ✓ Date of appointment
 - ✓ Incremental dates, etc.;

- Provides letters to employees or organizations on behalf of employees' salary particulars, such as NHT/NIS Contributions, Income Tax, Education Tax, P24, P45, etc.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgment skills
- Excellent oral and written communication skills
- Good problem solving skills
- Ability to work in a team

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.

2. Fortnightly Payroll Officer (FMG/AT 1)

Job Purpose

The Fortnightly Payroll Officer has direct responsibility for the control and payment of salaries and wages for Permanent, Temporary and Fortnightly paid staff.

Key Responsibilities

Salary Computation:

- Has direct responsibility for monthly payrolls;
- Ensures that all relevant information in connection with the payment of salaries are properly entered to the Payroll System. This includes:
 - ✓ salary particulars in respect of new employees
 - ✓ new appointments (promotions) and acting appointments
 - ✓ details of deductions to be made from salary
 - ✓ transfers, resignation, dismissals, Study Leave, Vacation Leave and dates of resumption;
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances on and off Salary Control Register for each payroll run;
- Maintains continuous record of salary particulars of each employee on the payroll showing such information as date of appointment, incremental date, post, cost centre, salary scale, present salary and notes re acting appointment etc.;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

Deductions and Returns:

- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year.

Other:

- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Section with the following particulars on all members of staff:
 - ✓ Names of employees
 - ✓ Present salary
 - ✓ Date of appointment
 - ✓ Incremental dates, etc.
- Provides letters to employees or organizations on behalf of employees' salary particulars, such as, NHT/NIS contributions, Income Tax, Education Tax, P24, P45, etc.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgement skills
- Excellent oral and written communication skills
- Good problem solving skills
- Ability to work in a team

Minimum Required Qualification and Experience

- AAT Level 1 **or**;
- ACCA-CAT Level 1 **or**;
- Certificate in Public Administration, UWI **or**;
- Certificate in Management Studies, UWI **or**;
- Diploma in Business Administration from a Community College **or**;
- Certificate in Accounting from a recognized University **or**;
- Certificate in Government Accounting, ie Level 1 Modules 1-5 **or**;
- Completion of first year in Bachelor of Science in Accounting or Management Studies at a recognized University **or**;
- Completion of first year of Associate of Science in Accounting at MIND.

3. Accounting Clerk (FMG/AC 2)

Job Summary

The Accounting Clerk will provide assistance to the Accounting Technician in the daily activities of the Accounts Department.

Key Responsibilities

- Prepares invoices;
- Prepares commitment and payment vouchers;
- Maintains records of goods received;
- Types and files correspondence;
- Records and disburses cheques.

Required Knowledge, Skills and Competencies

- Knowledge of Accounting
- Good oral and written communication skills
- Compliance
- Good use of technology

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level passes including a numeric subject and English Language;
- Certificates in Accounting from Post-Secondary institutions and in-service training courses in Government Accounting and Voucher Preparation are assets.

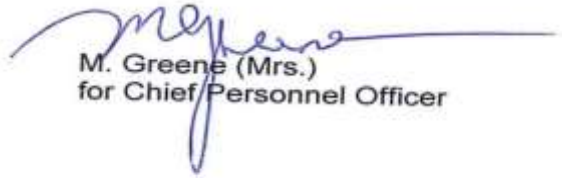
Applications accompanied by Résumés should be submitted **no later than Tuesday, 5th January, 2021 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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