



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 75** **OSC Ref. C.6544<sup>3</sup>**

**23<sup>rd</sup> February, 2021**

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 **Senior Payroll Officer (FMG/AT 3)** in the **Houses of Parliament**, salary range \$1,145,582 - \$1,361,737 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the direct supervision of the Accounts Payable and Payroll Manager, the Senior Payroll Officer will be responsible for preparation and payment of monthly salaries, miscellaneous deductions and statutory deductions for permanent, temporary and contractual staff members, Parliamentarians, Constituency Secretaries and Chauffeurs.

#### **Key Responsibilities**

##### **Technical/Professional**

- Ensures that all personnel emoluments and non-standard deductions are accurately updated on Bizpay;
- Maintains continuous records of salary particulars of each employee on the earning records showing information such as date of appointment, incremental date, salary scale, present salary received and notes regarding acting appointments, Vacation Leave, and Seniority;
- Prepares Monthly Payroll, Status Reports and Salary Payment Vouchers deductions;
- Checks and ensures that both monthly and fortnightly salaries are correctly computed by the system and any differences/errors identified are promptly corrected;
- Ensures that all relevant information in connection with the payment of salaries is properly entered and updated on the Payroll System. This include:
  - salary particulars in respect of new employees
  - new appointments, promotions and acting
  - details of deductions to be made from salary
  - Incremental date
  - transfers, resignations, dismissals, Study Leave, Vacation Leave and date of assumption/resumption.
- Ensures that all source documents are noted and on file for retrieval;
- Ensures that advances and overpayments of salaries are recovered promptly;
- Prepares Payment Vouchers for Parliamentarians, Constituency Secretaries and Chauffeurs' allowances and submit same to Final Accounts Manager for checking and certification;
- Ensures that Parliamentarians, Constituency Secretaries and Chauffeurs' emoluments are updated;
- Prepares P24 and P45 information for the relevant persons or entities, when requested;
- Checks, verifies and prints reports of all Statutory Deductions and other authorized deductions paid over promptly;
- Organises and prioritizes work assignments to meet Payroll deadlines;
- Inserts payment vouchers on the Government Financial Management System;
- Inserts client's banking information on the Government Financial Management System payroll;
- Performs any other related duties assigned from time to time.

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

- Excellent analytical and judgment skills
- Excellent interpersonal skills
- Excellent oral and written communication skills

- Must be able to work under pressure and within strict deadlines
- Excellent teambuilding skills
- Good organisational skills
- Proficiency in Microsoft Office Suite

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

- AAT Level 3 **or**;
- ACCA-CAT Level C **or**;
- ACCA Level 1 **or**;
- Diploma in Accounting from a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3 **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

Applications accompanied by résumés should be submitted **no later than Monday, 8<sup>th</sup> March, 2021 to:**

**Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston**

Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.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**