



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 134
OSC Ref. C. 5851¹⁷

21st April, 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 **Payroll Officer (FMG/AT 2)** in the **Jamaica Library Service**, salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.

Job Summary

Under the direction of the Director, Finance and Accounts, the incumbent is responsible for the accurate and timely preparation of all salary related matters in accordance with established guidelines.

Key Responsibilities

- Effects all salary payments by:
 - ✓ Checking and addressing matters relating to payroll and liaise with HR for any necessary adjustments
 - ✓ Inputting new employee data into the Payroll System
 - ✓ Calculating and inputting allowances, increments, new appointments, and salary in lieu of leave
 - ✓ Prepares and prints employee Pay Register and Advice
 - ✓ Uploads employee's salary to the Electronic Banking System
- Facilitates pension payments by:
 - ✓ Calculating and effecting payments
 - ✓ Preparing pension related documents
 - ✓ Uploading pension to the Electronic Banking System
- Prepares salary deduction vouchers and letters;
- Prepares Payroll Journals and Reconciliations;
- Prepares Health Insurance summaries;
- Prepares salary related statements, forms and letters;
- Prepares and submits Statutory Returns.

Required Knowledge/Skills/Competencies

- Good oral and written communication
- Teamwork & Co-operation
- Customer and Quality Focus
- Attention to detail
- Sound knowledge of accounting principles and practices
- Knowledge of the Financial Administration and Audit (FAA) Act
- Proficient in the use of relevant computer systems and applications

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.
- Experience in the Public Sector payments and accounts payable

Applications accompanied by résumés should be submitted **no later than Friday, 7th May, 2021 to:**

Director, HRM & Administration
National Library of Jamaica
12 East Street, Kingston

Email: nljhrm@nlj.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