



**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. 5851<sup>17</sup>**

**21<sup>st</sup> 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 **National Library of Jamaica**, 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, 7<sup>th</sup> May, 2021 to:**

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

Email: [nljhrm@nlj.gov.jm](mailto: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