



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 173 **OSC Ref. C. 6499⁹**

26th May, 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 be assigned to the post of **Senior Payroll Officer (FMG/PA 1) (Not Vacant)**, in the **Payroll Branch, Finance and Accounts Division, Department of Correctional Services**, salary range \$1,341,866 - \$1,789,576 per annum along with any allowance(s) attached to the post.

Job Purpose

Manages the control and payment of permanent and temporary monthly paid staff.

Key Responsibilities

Management/Administrative:

- Ensures that all relevant information in connection with the payment of salaries is dealt with upon receipt;
- Verifies employment and other income reports;
- Provides salary information to Human Resource on request;
- Provides letters to employees in respect of salary particulars, contributions and other deductions;
- Receives signed cheques for batching according to Departments and forward to supervisor for dispatching;
- Files information pertaining to memoranda and deduction orders received;
- Maintains continuous record of salary particulars of each monthly paid staff, capturing information such as date of appointment, and incremental date;
- Informs supervisor as to the accuracy of the payroll so that cheques can be prepared;
- Records data concerning transfers and resignation of employees;
- Reviews employees Pay Card for accuracy;
- Maintains records of employees' status, assignments, rates of pay and benefits;
- Assists in providing information to employees and various organizations on their behalf in respect of salary particulars.

Technical/Professional:

- Checks and verifies all relevant information in connection with the payment of salaries;
- Prepares and presents completed Coded Date Sheet to immediate Supervisor for scrutiny and signature;
- Computes salary and deductions and enters data onto Payroll System and Salary Records for all monthly paid staff;
- Makes adjustment to pay if errors are detected;
- Verifies that all cheques prepared are in the same quantum for each employee as Net Pay reflected by the payroll printout and that no additional cheques are prepared;
- Makes corrections to all cheques that require changes and follow through for the issue of new cheques from the Salary Account;
- Prepares payment vouchers in cases of adjustment made to Payroll.

Human Resource Management/Supervisory:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff are clearly identified and makes recommendations;
- Establishes and maintains an environment that fosters a culture of teamwork, employees' empowerment and commitment to the Unit and the Organization's goals;
- Performs any other duties that may be assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of accounting standards and procedures
- Ability to utilize technology to accomplish assigned tasks
- Ability to organize workload and deliver under the pressure of deadlines
- Good use of technology
- Proficient in Data Entry and Management
- Attention to detail and accuracy
- Good oral and written communication skills
- Good analytical and problem-solving skills
- Excellent planning and organizing skills
- Excellent leadership skill
- Excellent interpersonal skill
- High level of integrity
- Excellent use of own initiative
- Excellent teamwork and co-operation

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level 3 **or**;
- Diploma in Accounting from a recognised University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, **or**;
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognised University.

Applications accompanied by résumés should be submitted **no later than Tuesday, 8th June, 2021 to:**

**Senior Director, Human Resource Management & Administration
Human Resource Management & Administration
Department of Correctional Services
5-7 King Street
Kingston**

Email: jobpostings@dcsc.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**