



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 369
OSC Ref. C. 5850¹³

1st November, 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 following **vacant** posts in the **Ministry of Economic Growth and Job Creation**:

1. **Payments Officer 2 (FMG/AT 3)**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.
2. **Payroll Officer (FMG/AT 2)**, salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.

1. Payments Officer 2 (FMG/AT 3)

Job Purpose

The Payments Officer is responsible for certifying payment vouchers and providing support for the Ministry's payment system and procedures.

Key Responsibilities

- Receives checked invoices, claims, bills and prepared Payment Vouchers and reviews for correctness of details regarding:
 - ✓ Payee
 - ✓ Amounts payable
 - ✓ Account codes
 - ✓ Purpose or description of payment
 - ✓ Authority or file reference
- Certifies Payment Vouchers and passes for authorization.
- Maintains the following Registers:
 - ✓ Contract Register
 - ✓ Travel Claim Register
 - ✓ Rent Register
- Prints cheques as required based on authorization.
- Examines cheques printed against vouchers.
- Balances Cheque Summary with Payment Vouchers.
- Writes cheque numbers on Payment Vouchers and files according to established Filing System.

Required Knowledge, Skills and Competencies

- Team-oriented with excellent interpersonal skills.
- Knowledge of Government account code classification
- Knowledge of preparation of payment vouchers, FinMan/SMIS operational procedures.
- Knowledge of accounting fundamentals.
- Knowledge of the provisions of the Financial Administration and Audit Act (FAA Act) and other pertinent legislation and guidelines

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;

- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

2. Payroll Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Payroll Manager, the incumbent is responsible for processing payments and control of the monthly payrolls assigned, in keeping with established procedures and regulations.

Key Responsibilities

- Conducts the timely and accurate preparation of the Monthly Payrolls assigned.;
- Enters all relevant information in connection with the payment of salaries to the Payroll System;
- Checks and ensure that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Recovers advances and overpayment of salaries promptly;
- Maintains and balances the "On and Off" salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes regarding acting appointment etc.
- 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;
- Assists in the preparation of the Personnel Emoluments Budgets;
- Prepares returns, dispatch of salary cheques and providing assistance in the preparation of payroll;
- Provides letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions and Income Tax.

Required Knowledge, Skills and Competencies

- Knowledge of Government accounting and payroll administration.
- Knowledge of standard computer applications.
- Knowledge of the FAA Act and other regulations.
- Good communication skills.
- Good problem-solving skills.
- Team-oriented with excellent interpersonal skills
- Organized and customer focused.

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.

Applications accompanied by résumés should be submitted **no later than Friday, 12th November, 2021 to:**

**Senior Director, Human Resource Management
and Development
Ministry of Economic Growth and Job
Creation
7th Floor, the Towers
25 Dominica Drive**

Kingston 5

Email: human.resources@megic.gov.im

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.

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer