



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

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MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 63** **OSC Ref. C. 4664<sup>14</sup>**

11<sup>th</sup> February, 2022

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 following posts in the **Accountant General's Department (AGD)**:

1. **Payroll Officer – Pensions (FMG/AT 3) – (Not Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
2. **Payroll Officer – Salary (FMG/AT 3) – (Not Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
3. **Final Accounts Officer (FMG/AT 3) – (Not Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.

#### **1. Payroll Officer – Pensions (FMG/AT 3)**

##### **Job Purpose**

The Payroll Officer – Pensions, supports the processing of pension payments from the Consolidated Fund to Public Sector Pensioners.

##### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- Processes and effects the payment of Monthly Pensions to eligible Government Pensioners;
- Facilitates the deduction and remittance of contributions to the Government's Health Insurance Scheme Administrators;
- Complies with financial regulations and standards in effecting pension payments.

##### **Key Responsibilities**

###### ***Technical:***

- Prepares data for the editing and processing of payment cards in respect of monthly pensions for Government/Public Sector Pensioners;
- Verifies accuracy of pension payment against Pensioner's File/Records;
- Processes all requisite changes e.g. to pension amounts, banking information, change of address, change of names or Agent etc.;
- Updates Pensioners' payment cards in relation to restoration of full pension, Health Insurance, Civil Service Family Benefits Scheme, and Income Tax deductions;
- Checks Payment Cards Audit Trail for accuracy and submits to Supervisor for verification;
- Resumes payments that have been suspended once valid Life Certificates are received;
- Calculates balance of pension in respect of deceased Pensioners in order to make payment to Estate;
- Submits files to the Supervisor for checking and certification;
- Calculates increase due to Pensioners based on circular received from the Ministry of Finance and the Public Service;
- Prepares refunds of contribution to the Civil Service Family Benefit Scheme for pensioners whose contributions were deducted beyond the cessation dates
- Recovers overpayment of salaries or pensions and remits accordingly;
- Examines the death announcements in the newspaper for deceased pensioners
- Receives and packages cheques;
- Reconciles cheques with Post Office listing and notes any cheques to be held, and packages for dispatch to the Post Office;
- Prepares monthly summary to facilitate the cash transfers and adjustments;
- Conducts monthly control to reflect changes made for the month whether by the resumption of suspended payments or termination of payment for deceased pensioners to ensure balance;

- Submits returned cheques for deceased pensioners, for lodgment to the relevant bank account;
- Requests that cheques lodged to Treasury Deposits be re-issued once Pensioners' accounts or status have been verified;
- Files all cards used in the preparation of the payroll once the control is done;
- Verifies Pensioners' personal data e.g. (date of birth and address);
- Ensures that information keyed by the Data Centre are correct;
- Submits monthly summary to the Senior Payroll Officer;
- Posts payments on the Financial Management Information System;
- Checks list prior to dispatching to healthcare provider;
- Mails cheque along with Listing to the Health Insurance Administrator;
- Assists in dispatching Monthly Payroll for Pensioners;
- Performs any other related duties that be assigned from time to time.

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

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Accuracy and attention to detail**
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Ability to work effectively under pressure**
- **Collaboration and Teamwork:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face- to- face
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department.
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of Payroll Accounting
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act

### ***Desirable:***

- Public Sector experience
- Knowledge of public treasury operations

### **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 three (3) years of any of the Bachelor's Degree programmes

mentioned above.

### **Special Condition Associated with the Job**

- Required to meet numerous critical deadlines from time to time.

## **2. Payroll Officer – Salary (FMG/AT 3)**

### **Job Purpose**

Reporting to the Senior Payroll Officer – Salaries, the Payroll Officer processes the payroll to effect payment of salaries and the related statutory and other deductions for Public Sector employees, in accordance with the Staff Order, FAA Act and other stipulated guidelines. The incumbent prepares the relevant data for the processing of salaries and deductions.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- Processes payroll and effects payment of salaries, deductions, and Annual Returns for Public Sector employees;
- Prepares data for the processing of salaries;
- Records individual deductions and prepare Annual Returns for Weekly and Monthly paid employees;
- Maintains salary on-and-off controls.

### **Key Responsibilities**

#### ***Technical:***

- Checks the Human Capital Management Enterprise System (HCMES) and related correspondence/source data uploaded by respective MDAs, and makes the necessary adjustments including additions and deletions for a particular month, as a result of appointments, acting arrangements, resignations, transfers etc.
- Checks and reviews the previous Month's Payroll Register for MDAs against the current month ensuring that differences are accounted for;
- Inputs all manual calculations and changes for prior pay periods on the Payroll System;
- Liaises with MDAs Control and HR Officers, and other financial institutions re discrepancies in respect of salaries and personal deductions; Makes necessary manual calculations for amounts payable for prior periods for input- on the Payroll System;
- Makes appropriate entries and checks for short and overpayments of salaries;
- Updates Payee Statutory Records (P45) on the Payroll System;
- Maintains continuous record of deduction particulars of each payee;
- Balances Payroll and adjusts Monthly and Fortnightly Summary Sheets;
- Makes adjustments or corrections if necessary after 'closed period' according to authorized procedures and updates the Payroll System;
- Notes any discrepancies for adjustments to be made in the following month;
- Verifies information on pay calculation and statutory reports;
- Investigates queries in respect of the calculation of salary for the respective MDAs and reports;
- Submits copies of pay sheets, signing sheets and all other reports to the respective MDAs;
- Prepares and submits Annual Returns to the respective institutions;
- Maintains salary on-and-off control Register for fortnightly and monthly paid employees;
- Prepares requisite Salary Reports, statements for existing and past employees (e.g. P45, NHT contribution, Civil Service Family Benefit Contribution, etc), upon request;
- Performs any other related duties that may be assigned from time to time.

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

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Accuracy and attention to detail**
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance
- **Ability to work effectively under pressure**

- **Collaboration and Teamwork:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face- to- face
- **Integrity:** The ability to consistent demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice and show consistency between established values and behaviours, in order to build trust and credibility
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of payroll accounting
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act

***Desirable:***

- Public Sector experience
- Knowledge of public treasury operations

**Minimum Required Education 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 three (3) years of any of the Bachelor's Degree programmes mentioned above.

**Special Condition Associated with the Job**

- Required to meet numerous critical deadlines from time to time.

**3. Final Accounts Officer (FMG/AT 3)**

**Job Purpose**

The Final Accounts Officer is responsible for the management and execution of procedures related to the preparation and completion of all Final Accounts for AGD, Pensions Statutory and Recurrent, Debt Amortization and Public Debt Interest Heads, ensuring that the records are complete and accurate and the production of all required reports.

**Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To post the approved Budgets and Warrant Allocations for AGD, Pensions, Statutory, Pensions Recurrent, Debt Amortization, and Public Debt Interest Heads to the Government Financial Management System (GFMS);
- To manage warrants by raising commitments;
- To prepare Journals for Budget adjustments and correction of errors etc. for the respective Heads;
- To prepare Financial Statements and Appropriation Accounts inclusive of all Heads which are the reporting responsibility of the Accountant General;

- To ensure that deadlines prescribed by the FAA Act, its Regulations and Instructions for the preparation and submission of monthly and annual accounts are complied with.

### **Key Responsibilities**

#### ***Technical:***

- Posts the approved Budgets for AGD and Pensions Statutory and Recurrent, Debt Amortization and Public Debt Interest Heads to the GFMS;
- Posts monthly Warrant Allocations to GFMS;
- Prepares Journals for Budget adjustments and correction of errors for Debt Amortization and Public Debt Interest Heads;
- Prepares Journals for Pensions Recurrent and Statutory, to reflect direct bank debits to Pensioners' Accounts and related bank charges, correction of errors and any necessary adjustments;
- Raises commitments;
- Certifies payments and journals vouchers;
- Prepares Journals for Budget adjustments and correction of errors for Debt Amortization and Public Debt Interest Heads, and to reflect direct bank debits to Pensioners' Accounts and related bank charges, and any necessary adjustments for Pensions Recurrent, and Pensions Statutory;
- Generates and analyzes Financial Statements for the various Heads, makes any required adjustments and submits;
- Prints, signs and submits monthly Financial Statements for the various Heads;
- Prepares and submits Annual Appropriation Accounts for all Heads justifying any material variations;
- Prepares summary of budgeted vs. actual expenditure in respect of all relevant Statutory Heads (Statement H).
- Performs any other related duties that may be assigned from time to time.

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

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Accuracy and attention to detail**
- **Collaboration and Teamwork:** The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility.
- Comprehensive knowledge of Government Accounting
- Working knowledge of relevant computer systems and applications
- Working knowledge of the Staff Order and the FAA Act
- Knowledge of International Public Sector Accounting Standards (IPSAS)

#### ***Desirable:***

- Knowledge of public treasury operations
- Experience in the research and analysis of budgetary policies and procedures and formulating recommendations for management

### **Minimum Required Education 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 three (3) years of any of the Bachelor's Degree programmes mentioned above.

### **Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 24<sup>th</sup> February, 2022 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

**Email: careers@treasury.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**