



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 93
OSC Ref. C. 4840³⁰

8th March, 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 fill the **vacant post of Senior Payroll Officer (FMG/AT 3)** in the **Finance and Accounts Division, Ministry of Finance and the Public Service**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

Job Purpose

Direct responsibility for the control and payment of Monthly Payrolls assigned.

Key Responsibilities

Ensures the timely and accurate preparation of the Monthly Payrolls assigned by:

- Directing responsible for the Monthly Payroll assigned;
- Entering all relevant information in connection with the payment of salaries to the Payroll System, including:
 - ✓ Salary particulars for new employees
 - ✓ New appointments, promotions and acting appointments
 - ✓ Details of deductions to be made from salaries
 - ✓ Transfers, resignations, dismissals, Study Leave, Vacation Leave and dates of resumption
- Checking and ensuring that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensuring that advances and overpayment of salaries are promptly recovered;
- Maintaining and balancing the "On and Off" salary Control Register for each payroll run;
- Maintaining 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 re acting appointment etc.;
- Ensuring that all salary cheques are printed for the correct amount and for the correct payee and are despatched to the Cashier for issue to the relevant persons on payday;
- Checking and verifying that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensuring that Annual Returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year;
- Assisting in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Unit with the following particulars on each member of staff:
 - ✓ Name of employee
 - ✓ Present salary
 - ✓ Date of appointment
 - ✓ Anniversary date for the payment of incremental salary adjustment, etc.
- Providing letters to employees or organizations on behalf of employees regarding:
 - ✓ Salary payable
 - ✓ NHT contributions
 - ✓ Income Tax, etc.
- Preparing returns, despatching salary cheques and providing assistance in the preparation of payroll.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgement skills
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Good team skills

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 4, Accounting; **or**
- Diploma in Accounting from an accredited University of Community College; **or**
- Asc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- Asc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Monday, 21st March, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.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**