



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 316
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22nd July, 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 post of **Payroll Manager (FMG/PA 1) – (Not Vacant)** in the **Payroll Unit, Ministry of Foreign Affairs and Foreign Trade**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Financial Accounts, the Payroll Manager has responsibility for the control and payment of salaries and wages for the staff of the Ministry. The primary objective of the position is to ensure the operation of an effective and efficient Payroll System and that staff are paid correctly and in a timely manner in accordance with the Financial Administration and Audit Act, its Regulations and Instructions.

Key Responsibilities

- Ensures the operation of an efficient and effective payroll system in keeping with established rules, regulations, instructions, standards and practices;
- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures the highest standards of financial and accounting integrity in the processing and production of salary data on the Ministry's computer-based Payroll Reporting and Accounting System by:
 - Reviewing on a continuous basis the existing system to determine the adequacy of its security and control over its use and operation.
 - Implementing adequate controls for the input and processing of Payroll Data and the operation of the system
- Participates in the Budget process by preparing Personnel Emoluments Budget for the Directorate.
- Prepares and submits the annual Wage Bill to the Director, Management Accounts;
- Executes the functions of Authorizing Officer;
- Participates in Interim Audit Exercises by providing auditors with the necessary information and timely answers to audit observations and queries;
- Supervises the staff in the Payroll Unit to ensure that the Unit's objectives are achieved;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- General knowledge of the role and mandate of the Ministry of Foreign Affairs and Foreign Trade
- Sound knowledge of the Financial Administration and Audit Act and Regulations related to public sector payments
- Sound knowledge of the Staff Orders and the Foreign Service Orders
- Excellent time management and organising skills
- Excellent analytical skills
- Ability to exercise sound judgement in difficult situations
- Excellent oral and written communication skills
- Good problem solving skills
- Excellent interpersonal and influencing skills
- Ability to work under pressure to meet deadlines
- Proficiency in operating computerised accounting systems
- Expertise in Government payroll accounting.

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 4, Accounting;
- Diploma in Accounting from an accredited tertiary institution
- A. Sc Degree in Business Studies/Business Administration from an accredited tertiary institution;
- A. Sc in Accounting –MIND;
- Diploma in Government Accounting, MIND;
- B. Sc Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Friday, 5th August, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

E-mail: recruitment@mfaft.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**