



Office of the Services Commissions

(Central Government)

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25th October, 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 - Pensions (FMG/PA 2)** in the **Accountant General's Department (AGD)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director Pensions, the Senior Payroll Officer – Pensions ensures that payments to Public Sector Pensioners from the Consolidated Fund, are executed accurately and timely. All deductions have been prepared and disbursed to the relevant institutions.

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

- To effect timely and accurate payment of pension to all Public Sector Pensioners;
- To facilitate payments to/on behalf of Public Sector Pensioners for advances, contract gratuity, compassionate gratuity, Government Pensioners' Health Insurance Scheme, and dependents;
- To ensure compliance with Financial Regulations and Standards.

Key Responsibilities

Technical:

- Implements and maintains appropriate systems and controls to ensure accurate and timely delivery of services to Pensioners and Public Sector employees;
- Ensures the dispatch of pension payments prior to payday monthly;
- Oversees all pertinent changes in Pensioners' status or particulars in a timely manner e.g. addresses, financial institutions, deceased persons etc.;
- Ensures the maintenance of complete and current records related to the administration of pension;
- Requisitions the required funding to facilitate the encashment of Monthly Pension Payroll;
- Provides actuaries with all requisite data such as for Pensioners' increase, etc.;
- Verifies Payroll against summary prepared by Payroll Officers;
- Certifies Payment Vouchers for payments in respect of advances, alimentary allowances, final payments, contract gratuities and increases granted from time to time;
- Oversees the payment process for pensions, statutory and personal deductions insurance; and oversees the processing and payment of monthly pension to Pensioners via Financial Institutions;
- Oversees the balancing of On and Off Controller Register to ensure accuracy;
- Ensures payments in respect of deceased Pensioners or unclaimed/returned cheques are credited to the relevant accounts e.g. Miscellaneous Revenue and Treasury Deposits;
- Responds to correspondences from Pensioners or Financial Institutions pertaining to non-routine related matters;
- Addresses queries on various aspects of pension related matters, including conducting any required research;
- Resolves complaints/queries;
- Upload/Approves payment to Pensioners bank accounts;
- Prepares response to audit queries as necessary.

Leadership:

- Monitors compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the performance of staff supervised;
- Ensures in the smooth and efficient operation of portfolio through the management of daily operations;

- Establishes and implements systems for reporting on work done against stated and agreed Work Plans for the Unit;
- Contributes to the establishment of internal control processes required to manage the function supervised;
- Meets or exceeds the performance targets for the designated functional area.

Human Resource Management:

- Plans, organizes and directs the work of staff supervised by participating in the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that staff supervised have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff supervised;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Promotes the career development of all staff in the Section by means of in-service training attachments and attendance at workshops and seminars;
- Identifies skills/competencies gaps and through the Director of Pensions collaborate with the Manager Training and Development to develop and implement Staff Development and Succession Plans for staff supervised to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies; and mitigate and minimize workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of staff supervised are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **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 in a consistent, effective and efficient manner
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **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 behaviors, in order to build trust and credibility
- **Collaboration and Teamwork:** The ability to be a collaborative business leader, 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
- **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
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors 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, with excellent public speaking skills.
- Ability to work effectively under pressure.

Minimum Required Qualification and Experience

a. Qualification and Training:

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**

- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

b. Essential Experience and Knowledge:

- Five (5) years' experience working in accounts with at least two (2) years in payroll processing;
- Comprehensive knowledge of Government Accounting procedures;
- Good knowledge of Department rules and 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
- Worked in a supervisory position
- Knowledge of public treasury operations

Applications accompanied by résumés should be submitted **no later than Monday, 7th November, 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**