



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 116
OSC Ref. C. 6528¹²

9th March, 2023

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 post of **Senior Payroll Officer (FMG/AT 3) – (Vacant)** in the **Finance and Accounts Division, Ministry of Science, Energy and Technology**, salary range \$1,753,837 - \$2,358,715 per annum.

Job Purpose

The Senior Payroll Officer is directly responsible for the control and payment of salaries and wages.

Key Responsibilities

Administrative:

- Prepares Individual Work Plan;
- Prepares Status and other reports as required;
- Attends meetings as required.

Technical:

- Administers the Monthly Payroll for temporary staff in the Ministry and as well as externally funded project staff;
- Requests information from the Agencies for the preparation and submission of Statutory Payments to the Accountant General's Department and the Ministry of Finance and the Public Service;
- Ensures the Commitment Vouchers for the Agencies are prepared and submitted on time for the funding of salary accounts;
- Prepares Virement for MSET and its Agencies;
- Reconciles payroll taxes to ensure that correct amounts are paid over to Inland Revenue Department;
- Ensures SO1 is filed on a timely basis;
- Enters and maintains all relevant information electronically and manually in connection with the payment of salaries on the Payroll System, such as: -
 - ✓ Salary particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re acting appointment, promotions etc.
 - ✓ Details of deductions to be made from salaries
 - ✓ Transfers, resignations, dismissals, Study Leave, Vacation Leave and dates of resumption and assumption
- Ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the "On and Off" Salary Control Register for each payroll run.
- Ensures that cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for lodgements;
- Maintains employee earning records;
- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, NIS and NHT are submitted promptly after the end of the year;
- Ensures deduction cheques are prepared and dispatched to the Registry on time for delivery to the entities;
- Ensures that statutory cheques for the project staff are prepared and paid over to Tax Administration Jamaica on the due date;
- Assists with preparing Personnel Emoluments budgets by providing information to the Management Accounts Section with the following particulars on each member staff:-
 - ✓ Name of employee
 - ✓ Present salary
 - ✓ Date of appointment

- ✓ Date for the payment of incremental salary adjustments, etc.
- Assists with compiling and arranging payroll related matters to Accountant General's Department for the processing of Payroll;
- Provides letters to employees or organizations upon requests regarding:-
 - ✓ Salary payable
 - ✓ NHT contributions
 - ✓ Income Tax, etc
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and Cooperation
- Good Interpersonal Skills
- Ability to use own initiative
- Client and Quality Focus/Commitment to Service Quality
- Compliance
- Adaptability
- High level of Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/Result Oriented
- Confidentiality
- Mutual Respect
- Analytical Thinking

Functional:

- Use of Information, Communication and Technology
- Legislation, Regulations and Policies
- Financial Accounting (Cash Accounting)
- Financial Accounting (Accrual Accounting)
- Financial Analysis
- Management Accounting
- Management Control (Internal Control)
- Financial Systems (FINMAN, BizPay)

Minimum Required Education and Experience

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3 Accounting; **or**
- Diploma in Accounting from an accredited University or 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

Special Condition Associated with the Job:

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd March, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: careers@mset.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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