



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 273** **OSC Ref. C. 4858<sup>43</sup>**

22<sup>nd</sup> June, 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 be assigned to the post **Payroll Officer (FMG/AT 2) – (Not Vacant) in Finance and Accounts – Payroll Unit, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,550,136 - \$2,084,761 per annum.

#### **Job Purpose**

Under the direct supervision of the Manager, Payroll (FMG/PA 2), the Payroll Officer (FMG/AT 2) is responsible for the maintenance of the Salaries Cash Book and the preparation of the Bank Reconciliation for the Salaries Account.

#### **Key Responsibilities**

##### **Technical/Professional**

- Assists in the preparation of the payroll ensuring all relevant information in connection with the payment of salaries are properly entered on the payroll system;
- Assists with the of Personnel Emolument schedule of the annual budget by supplying the relevant information;
- Prepares payment vouchers;
- Prepares Leave and Last Pay Certificate;
- Maintains and balances salary control;
- Maintains record of salary particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Manager, Payroll, and the Principal Finance Officer.

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

##### **Core**

- Good oral and written communication skills
- Good customer and quality focus skills.
- Good interpersonal skills.
- Excellent planning and organizing skills.
- Ability to work in teams.
- Ability to work on own initiative.

##### **Technical**

- Knowledge of the FAA Act, other associated legislation, Circulars, directives, bulletins.
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting.
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant payroll software and other applicable computerized accounting systems.
- Knowledge of Accounts Payables and GOJ's Payment Process
- Knowledge of Internal Controls

#### **Minimum Required Qualification and Experience**

- AAT Level 2; **or**
- ACCA – CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second (2nd) year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/ Business Administration/Management Studies; **or**

- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Wednesday, 5<sup>th</sup> July, 2023 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

E-mail: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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**