



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 395

OSC Ref. C.6272¹⁸

28th September, 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 **vacant** post of **Payroll Officer (FMG/AT 2)** in the **Salaries Unit, Finance and Accounts Division, Office of the Prime Minister**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

Reporting to the Head of Payroll, the Payroll Officer is responsible for processing wages and salaries, statutory deductions and other salary related documents on behalf of the Office of the Prime Minister (OPM).

Key Responsibilities

- Updates earnings record and prepares Earnings Cards for new appointments;
- Balances Control Sheet and Payroll Register;
- Prepares Salaries Payment Voucher for lodgement to the Salaries Bank Accounts;
- Processes payments from the Accountant General's Department and prepares and submits salary adjustment letters to the Department;
- Processes overtime claims each fortnight and insert on payroll;
- Inserts Travelling Vouchers on payroll;
- Uploads fortnightly and monthly salary to GFMS for authorization;
- Prepares Income and Education Tax and N.H.T and N.I.S deduction vouchers by Activity for commitment;
- Prepares personal monthly and fortnightly deduction vouchers for upload to relevant Government and private Organizations;
- Prepares and sends upload letters and listings to relevant Government and Private Organizations;
- Prepares Monthly Summary Forms for Sagikor Health Insurance and Guardian Life Executive Health Insurance;
- Maintains file for deduction Cheque Register;
- Prepares employees salary information (P45, P24, N.H.T letters etc.) upon request;
- Prepares excel schedule of all manual payments;
- Prepares Family Benefit Schedule upon request;
- Maintains Salaries Cash Book monthly;
- Posts commitment vouchers on GMIS;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good interpersonal and customer service skills
- Good oral and written communication skills
- Good numeric skills
- Proven ability to quickly learn new information, processes and procedures
- Proven ability to meet deadlines and identify and deal with problems
- Knowledge of F.A.A. Act and other related GOJ regulations and procedures
- Knowledge of accounting principles, practices and control systems
- Integrity and confidentiality
- Proficient in the use of computer applications and software - Microsoft Office Suite (Word, Excel, Outlook), MyHr+ and accounting information system (GFMS)

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 year of the BSC. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**

- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. 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, 11th October, 2023 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

Email: jobs@opm.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