



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. 119 **OSC Ref. C. 4860¹¹**

7th March, 2024

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 following **vacant** posts in the **Ministry of Labour and Social Security**:

1. **Disbursement Checking Officer (FMG/AT 2)**, salary range \$1,550,136 - \$2,084,761 per annum.
2. **Fortnightly Payroll Officer (FMG/AT 1)**, salary range \$1,550,136 - \$2,084,761 per annum.
3. **Accounts Payable Officer (FMG/AT 1)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Disbursement Checking Officer (FMG/AT 2)

Job Purpose

The incumbent is responsible for the checking of bills, claims, invoices etc. to ensure their validity and accuracy and for entry to accounts payable.

Key Responsibilities

To check all regular bills, claims, vouchers assigned, ensuring that there is probity, propriety, regularity, authenticity and accuracy of claim and to check Imprests reimbursement claims, contract and other technical vouchers or claims:

- Checks all vouchers assigned thoroughly for the following:
 - The presence of an approved commitment requisition;
 - The presence of necessary bills/claims/documents, authority etc. and that it has been countersigned by the Programme Manager, where necessary;
 - Arithmetical accuracy e.g. the application of correct rates and the deduction of all amounts deductible;
 - Adherence to contract/agreement, and for the presence of a valid certification that the goods and services have been properly received and stock placed on inventory;
 - Adherence to the FAA Act, FAA Act Financial Regulations, FAA Act Instructions, Staff Orders and all other pertinent Statutes;
 - The accuracy of the account codes and other information recorded on the voucher;
 - All other checks as deemed necessary.
- Signs vouchers “checked” that are correct in all regards;
- Enters all checked vouchers into accounts payable.

Required Knowledge, Skills and Competencies

- Good team skills
- Excellent interpersonal skills

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.

2. Fortnightly Payroll Officer (FMG/AT 1)

Job Purpose

The incumbent will have direct responsibility for the control and payment of salaries and wages for the monthly paid staff.

Key Responsibilities

To ensure the operation of an effective and efficient Payroll System:

Salary Computation:

- Has direct responsibility for Monthly Payrolls (permanent and temporary monthly paid staff) in respect of the Ministry of Labour and Social Security;
- Ensures that all relevant information in connection with the payment of salaries are properly entered to the payroll system. This include:
 - Salary particulars in respect of new employees;
 - New appointments (promotions) and acting appointments;
 - Details of deductions to be made from salary;
 - Transfers, resignation, dismissals, study leave, vacation leave and dates of resumption;
- Checks and 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 On and Off Salary Control Register for each Payroll run;
- Maintains continuous record of salary particulars of each employee on the Payroll showing such information as date of appointment, incremental date, post, cost centre, salary scale, present salary and notes re acting appointment etc.;
- Ensures that all Salary Cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

Deductions and Returns:

- Checks and verifies that all Statutory Deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year.

Other:

- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Section with the following particulars on all members of staff:
 - Name of employees;
 - Present salary;
 - Date of appointment;
 - Incremental dates etc.;
- Provides letters to employees or organizations regarding of employees' salary particulars, such as, NHT/NIS Contributions, Income Tax, Education Tax, P24, P45 etc.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgement skills
- Excellent oral and written communication skills
- Good problem-solving skills
- Good team skills

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

3. **Accounts Payable Officer (FMG/AT 1)**

Job Purpose

- Preparation of payment voucher and maintenance of Registers;
- Entering of vouchers into GFMS System.

Key Responsibilities

- Prepares payment vouchers;
- Receives invoice, claim, bill etc. and write up Payment Voucher using the appropriate form and ensuring the correctness of:
 - Payee;
 - Amount payable;
 - Account code;
 - Purpose or description of payment;
 - Authority or file reference.
- Maintains Memorandum Registers
- Maintains the following Registers properly:
 - Utility Register;
 - Contract Register;
 - Travel Claim Register;
 - Rent Register.
- Enters vouchers into GFMS System;
- Receives payment voucher, invoice, claim, etc and enter details into the GFMS System ensuring the correctness of:
 - Payee;
 - Amount payable;
 - Account code/classification;
 - Purpose of description of payment.

Required Knowledge, Skills and Competencies

- Good work attitude
- knowledge of basic accounting principles is required

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

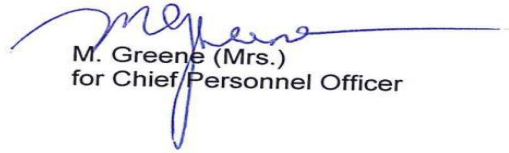
Applications accompanied by résumés should be submitted **no later than Wednesday, 20th March, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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.



M. Greene (Mrs.)
for Chief Personnel Officer