



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 133** **OSC Ref. C. 5850<sup>16</sup>**

**13<sup>th</sup> 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/be assigned to the following posts in the **Finance and Accounts Division, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Payroll Officer (FMG/AT 2) - (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.
2. **Bank Reconciliation Officer (FMG/AT 2) - (Not Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.

#### **1. Payroll Officer (FMG/AT 2)**

#### **Job Purpose**

The incumbent is responsible for the accurate and timely processing of Monthly Payrolls and payments, ensuring compliance with relevant laws, guidelines and policies.

#### **Key Responsibilities**

- Conducts timely and accurate preparation of Monthly Payroll;
- Directly manages the Monthly Payroll process;
- Inputs all relevant information into the Payroll System, including:
  - ✓ Salary particulars for new employees;
  - ✓ New appointments (promotions) and acting appointments;
  - ✓ Details of deductions to be made from salaries;
  - ✓ Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption;
- Verifies salary computations and rectifies differences/errors promptly;
- Addresses and recovers advances and salary overpayments promptly;
- Maintains and balances the "On and Off" Salary Control Register for each Payroll Cycle;
- Maintains a continuous record of Salary Particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes regarding acting appointment etc.
- Verifies and ensures prompt processing of all Statutory Deductions and authorised deductions;
- Submits all Annual Returns such as Income Tax, N.I.S and N.H.T promptly after the end of the year;
- Assists in the preparation of the Personnel Emoluments Budgets by providing necessary staff particulars to the Management Accounts Unit:
  - ✓ Name of employee;
  - ✓ Present salary;
  - ✓ Date of appointment;
  - ✓ Anniversary date for the payment of incremental salary adjustment etc.
- Issues correspondence to employees or relevant Organizations on behalf of employees regarding salary, NHT Contributions and Income Tax;
- Prepares returns, dispatches salary cheques and provides assistance in the preparation of Payroll.

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

- Good analytical and judgement skills
- Good problem-solving skills
- Knowledge of Government Payroll Computation and Administration
- Knowledge of MyHR+
- Excellent interpersonal skills

- Excellent oral and written communication skills
- Good teamwork and co-operation

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

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

## **2. Bank Reconciliation Officer (FMG/AT 2)**

### **Job Purpose**

The role of the Bank Reconciliation Officer is to co-ordinate and administer the reconciliation of the Housing Fund's Expenditure and Investment Accounts in accordance with Ministry guidelines and established accounting principles and practices.

### **Key Responsibilities**

- Assembles, assesses and verifies bank, expenditure and investment statements and records;
- Executes reconciliation of the Housing Fund's Cash Book with statements;
- Maintains and updates the Housing Fund's Investment Account;
- Prepares monthly status statements on all investments;
- Compiles the Fund's Liquid Asset Report from receivables records and cash balances;
- Maintains current and complete files;
- Participates in the processing of payments on invoices, claims etc.;
- Performs any other related duties that maybe assigned from time to time.

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

- Good oral and written communication skills
- Good interpersonal skills
- Knowledge of standard computer applications and spreadsheets
- Team- oriented with excellent interpersonal skills
- Organized and reliable
- Knowledge of fundamental accounting principles and practices
- Knowledge in Bank Reconciliations
- Knowledge of Government Accounting
- Knowledge of Ministry's Joint Venture Accounting procedures

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

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

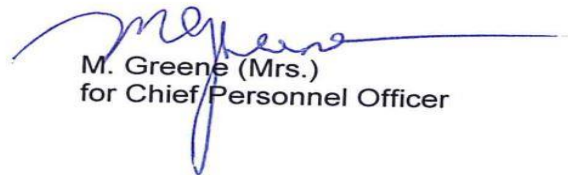
Applications accompanied by résumés should be submitted **no later than Tuesday, 26<sup>th</sup> March, 2024 to:**

Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 25 Dominica Drive  
Kingston 5.

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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