



Office of the Services Commissions

(Central Government)

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4th June, 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 **Finance and Accounts Branch, Court Administration Division (CAD)**:

1. **Senior Payroll Officer (FMG/PA 1)**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Payment Officer (FMG/AT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Senior Payroll Officer (FMG/PA 1)

Job Purpose

Under the leadership and direction of the Manager, Payroll Services, the Senior Payroll Officer is responsible for assigned components of the Judiciary, ensuring the management of an effective and efficient payroll system, and supervision of the Payroll Officers to facilitate the achievement of the CAD's/Judiciary objectives.

Key Responsibilities

Technical/Professional:

- Receives all correspondence in respect of salary; notes and dispatches them to the relevant Payroll Officer along with any necessary clarification or explanation of any technical matter;
- Supervises the computation and checking mechanisms fortnightly and monthly payrolls for assigned permanent and temporary staff in respect of: -
 - Court Administration Division
 - The Court of Appeal
 - The Supreme Court
 - The Parish Courts
 - The Family Courts
 - The Traffic Courts
 - The Corporate Areas: Civil and Criminal Courts,
 - The Gun Court,
 - The Coroners and Special Coroners Courts;
- Monitors the Section to ensure that the proper procedures and guidelines are being carried out regarding the payment of salaries;
- Trains members of staff in all the complexities and intricacies regarding the computation of salaries and allowances;
- Reduces and eliminates the number of instances of overpayment and underpayment of salaries, and develops and recommends proper controls for the early detection of errors;
- Supervises to ensure that salaries and all deductions are paid on time in accordance with the FAA Instructions;
- Addresses any technical problems relating to salary, which the Payroll Officers are unable to solve;
- Responds to queries and provides information in relation to salaries;
- Supervises procedures to facilitate advances and overpayment of salaries being promptly recovered;
- Facilitates proper maintenance of Salaries "On and Off" Control Register;
- Ensures the proper maintenance of a continuous record of salary particulars of each employee reflecting the following information; the date of appointment, the anniversary date for the payment of increments, post, cost centre, salary scale, present salary and notes regarding acting appointment etc.;
- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Supervises processes to safeguard statutory obligations and annual returns, such as Income Tax, N.I.S and N.H.T, are made promptly after the end of the stipulated period (monthly, yearly, etc.);

- Responds to internal customer service issues concerning the payroll processes, by providing accurate, clear and consistent messaging and taking the appropriate actions to address concerns, and/or escalate where applicable;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payments and Payroll) to determine what new solutions and implementations will meet CAD/Judiciary business/operational requirements.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers presentations, as needed.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Financial and Accounting Principles and Practices, payroll and payments;
- Knowledge of the preparation of financial statements and Reports;
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of and experience in GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ ICT Finance & Accounting systems;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects;
- Good oral and written communication skills;
- Ability to work in teams.

Minimum Required Qualification 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**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University.

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

2. Payment Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Senior Payment Officer, the Payment Officer is responsible for the preparation and posting of payment vouchers for goods, services, travelling claims and specialized judicial accounting services for select areas in the CAD and Judiciary. Additionally, the Payments Officer executes the processes related to the three percent (3%) Withholding Tax regime and other similar arrangements.

Key Responsibilities

Technical/Professional:

- Prepares recurring payment vouchers according to the correct code classification and submit for post check and approval;
- Posts data on recurring Payment Vouchers to relevant System;
- Checks travel claim vouchers for accuracy, correctly codes and submits for post check and approval;
- Effects recurring payments and juror claims for final approval by accountable officer, by sending payment information to the Treasury Single Account;
- Effects specialized payments for final approval by accountable officer from internal accounts such as Bail, Suitors etc.;
- Updates travel registers with the travelling officers' current motor vehicle information and record all travelling allowance and mileage paid to each travelling officer monthly;
- Liaises with the Human Resource Management and Development Branch for copies of travelling officers' valid car documents when they are due;
- Liaises with the Public Procurement and Management Accounts Branches for clarification/verification of information relating to purchase orders, where necessary;
- Prepares Withholding Tax Certificates on the Tax Administration Jamaica (TAJ) portal;
- Updates and maintains the Withholding Tax Certificates Registers and issues certificates to Clients/Suppliers;
- Prepares and updates Withholding Tax Certificates and other related statutory obligation reports for the Manager Payment Services;
- Ensures that payments for taxes withheld are remitted to Tax Administration Jamaica (TAJ) monthly;
- Ensures that returns filed monthly are comprehensive and accurate;
- Updates and maintains all payments information and records;
- Ensures that cheques, electronic/bank transfers are prepared and duly signed by the signatories to the account;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payables and Payroll) to determine what new solutions and implementations will meet CAD/Judiciary business/operational requirements.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Financial and Accounting Principles and Practices, Payment Management;
- Excellent judgment and decision-making skills;
- Knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of GOJ Payables and Payroll Procedures;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ ICT Finance and Accounting systems;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Strong analytical and problem-solving skills;

- Strong leadership skills;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification 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 from MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2, & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

Applications accompanied by résumés should be submitted **no later than Monday, 17th June, 2024 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
25 Dominica Drive,
Kingston 5**

Email: hrma@cad.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**