

## Office of the Services Commissions

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### **CIRCULAR No. 505** **OSC Ref. C.5849/S15<sup>5</sup>**

**17<sup>th</sup> December, 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 **vacant** post of **Payroll Officer (FMG/AT 2)** in the **Finance and Accounts Branch, Court Administration Division, Supreme Court**, salary range \$1,711,060 - \$2,301,186 per annum.

### **Job Purpose**

Under the leadership and direction of the Manager Payroll Services, the Payroll Officer is responsible for the efficient computation of salaries and allowances for select divisions and subjects of the CAD and Judiciary, while withholding statutory and authorized deductions. The Payroll Officer is also responsible for maintaining proper accounting records and data.

### **Key Responsibilities**

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

- Enters and maintains all relevant information in connection with the payment of salaries for assigned areas of the CAD and Judiciary on the payroll system, such as:
  - ✓ Salary particulars for employees - appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes regarding acting appointments, promotions, etc.
  - ✓ Details of deductions to be made from salaries
  - ✓ Transfers, resignations, dismissals, study leave, vacation leave, dates of resumption and assumption
- Liaises with the Human Resource Management and Development Branch for matters pertaining to staff emoluments and related activities;
- 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 the "On and Off" salary Control Register for each payroll run;
- Ensures that the payroll information is uploaded to the relevant payroll systems and duly authorized;
- Prepares and submits, salary returns and NIS and NHT returns, in accordance with established procedures and timeframes;
- Checks and verifies that all statutory deductions and other authorized deductions are paid over, in accordance with established procedures and timeframe;
- Ensures that annual returns such as Income Tax, Education Tax, NIS and NHT are submitted in accordance with established procedures and timeframes;
- Assists in the preparation of the Personnel Emoluments budgets, by providing information to the Management Accounts Section with the following particulars on each member staff:
  - ✓ Name of employee
  - ✓ Present salary
  - ✓ Date of appointment
  - ✓ Date for the payment of incremental salary adjustments, etc.
- Conducts research and generates letters to employees or organizations upon requests regarding:
  - ✓ Salary payable
  - ✓ NHT contributions
  - ✓ Income Tax, etc.
- Advises members of staff of the implication of changes in Income Tax and other statutory provisions;
- Ensures adherence to quality control procedures in the finance and accounting discipline;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Payroll initiatives) to determine what new solutions and implementations will meet CAD's/Judiciary's 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 of 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****Core:**

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

**Technical:**

- Knowledge of Financial and Accounting Principles and Practices;
- Knowledge of GOJ Payables and Payroll Procedures;
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act & 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.

**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**
- 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.
- Two (2) years related working experience in a Finance/Accounting environment.

**Special Condition Associated with the Job**

- 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.

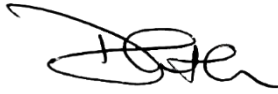
Applications accompanied by résumés should be submitted **no later than Thursday, 2<sup>nd</sup> January, 2025 to:**

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
Public Building West  
King Street  
Kingston

Email: [hrma@jamaicajudiciary.gov.jm](mailto:hrma@jamaicajudiciary.gov.jm)

Please note that only short-listed 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