

## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 499** **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 following **vacant posts in the Court Administration Division (CAD)**:

1. **Senior Payroll Officer (FMG/AT 3) - Court Administration Division**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Collections and Disbursement Officer (FMG/AT 1) - Courts Island Wide**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **1. Senior Payroll Officer (FMG/AT 3)**

##### **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 of 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 numbers 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 Resource:***

- 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**

***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 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 & 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 and 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 3;
- ACCA – CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting from MIND;

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

#### **Special Conditions 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.

#### **4. Collections and Disbursement Officer (FMG/AT 1)**

##### **Job Purpose**

Under the general supervision of the Court Accountant, the Collection and Disbursement Officer is responsible for performing complex cashiering functions including receiving, recording and securing cash for fines and other specialized court payment; receiving, recording and securing valuables; maintaining detailed account ledgers using automated equipment and files; and regularly checking and reconciling Court accounts. The post holder also disburses funds in accordance with service level agreements pertaining to the maintenance/family accounts.

##### **Key Responsibilities**

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

- Receives payments in the form of cash, cheques and credit/debit cards for Court fines fees and/or related services; records amounts received; issues receipts; and secures cash;
- Maintains cash drawer by adding deposits, and balancing total amounts of cash and checks received against receipts;
- Posts charges and payments to an automated account keeping file, and checks the accuracy of the information recorded;
- Disburses funds pertaining to the maintenance/family accounts in keeping with established service level agreements and related accounting standards;
- Checks regularly and reconciles posted accounts;
- Ensures adequate supplies of cash in popular denominations are available for efficient management of the collection in Court Offices;
- Maintains tapes of daily cash register transactions and verifies records with collected cash and checks at the end of the day;
- Prepares cash and cheques for deposit with appropriate bank deposit slips, and reconciles bank statements with internal account records;
- Prepares reports and statements of cash receivable accounts by financial category and by type of service for specially designated accounts;
- Answers inquiries in person or over the phone concerning charges and account balances;
- Communicates regularly with various administrative staff within the Department to determine charges for services and the status of accounts;
- Maintains detailed records of the contents of various safes, including cash and valuables, and insures the security of the contents;
- Performs related clerical functions, as assigned, to ensure the safe, accurate and effective receipt and disbursement of cash transactions;
- Maintains an adequate inventory of cashiering stock items, re-ordering, receiving and storing items, as needed;
- Handles routine correspondence to aid the Court accounting functions;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

###### ***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 Resource:***

- 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**

#### ***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, collections and safe custody of funds;
- Knowledge of the preparation of financial statements and Reports
- 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 and 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 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.

### **Special Conditions 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;
- Will be required to travel locally to attend conferences, seminars, meetings and visit outstations.

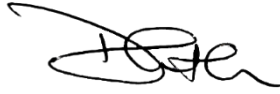
Applications accompanied by résumés should be submitted **no later than Tuesday, 31<sup>st</sup> December, 2024 to:**

**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 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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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