



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 26 **OSC Ref. C. 6222¹³**

22nd January, 2025

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 Division, Post and Telecommunications Department**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the direct supervision of the Manager, Payroll & Salary Deduction, the Payroll Officer (FMG/AT 2) is responsible for the preparation, control and payment of salaries for the following Payroll Staff in the Post and Telecommunications Department, in accordance with the Staff Orders, FAA Act Instructions and Regulations.

- Permanent fortnightly paid staff for Rural Area
- Temporary fortnightly paid staff for Rural Area

Key Responsibilities

Management/Administration:

- Participates in the development of the Division's Operational/Divisional/individual plans and budget;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission;

Technical/Professional:

- Ensures the timely and accurate preparation of payroll for permanent and temporary fortnightly paid staff, in accordance with the Staff Orders, FAA Act Instructions and Regulations;
- 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), acting appointments and seniority allowance.
 - details of deductions to be made from salary
 - transfers, resignations, dismissals, interdiction, study leave, no pay leave, vacation leave and dates of resumption.
 - details of interest on loan repayments from Accountant General's Department.
- 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;
- Ensures that all source documents are noted and filed for retrieval;
- Maintains and balances On and Off Salary Control Register for each payroll run;
- Maintains continuous earning 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 and pay advice are printed for the correct amount and for the correct payee, and are dispatched to the Cashier and outstations for issue to the relevant persons on pay day;
- Exports data for Cash Management Services to electronically disburse employees' salary to their respective accounts;
- Ensures that payroll data is transmitted on Cash Management Service and extract Validation and Captured Items Reports for each payday;
- Checks, prints and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Assists in the preparation of Personnel Emoluments budgets by providing the following particulars to the Management Accounts Section:
 - Name of employees

- Present salary
- Date of appointment
- Increment dates ...etc.
- Prepares and submits Seniority Allowance forms for eligible employees to Personnel Unit for recommendation;
- Prepares salary particulars for employees who are seconded or transferred from the Department;
- Prepares authorize salary advances for employees whose information arrives late for processing;
- Responds orally, or in writing, to requests from the Human Resource Unit in relation to indebtedness, verification of salary, dismissals or resignations;
- Ensures the cutoff date for salary is entered against the current month in the salaries and deduction control book;
- Organizes and prioritizes work assignments to meet payroll targets;
- Responds to inquiries from a variety of internal and external sources and provides explanation and interpretation of practices and procedures related to the job functions;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

Core

- Good written and oral communication
- Teamwork and Cooperation
- Integrity
- Good customer and quality focus
- Compliance

Technical

- Methodical
- Planning and organizing
- Good use of technology
- Good problems solving and decision making skills
- Technical skills

Knowledge of:

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Ability to effectively balance accounts

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 Bachelor of Science in Accounting or Management Studies with Accounting or BBA Degree at an accredited University **or**;
- ASc. Degree in Business Studies or Business Administration or Management Studies
- ASc. Degree in Accounting from the Management Institute for National Development (MIND) **or**;
- Certificate in Government Accounting Level 2 **or**;
- Two (2) years' working experience in Public Sector Accounting.

Special Conditions Associated with The Job

- Typical office environment but will be required to work long hours, after hours and on weekends and public holidays when the need arises.

Applications accompanied by résumés should be submitted **no later than Thursday, 4th February, 2025 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road,
Kingston, CSO**

Email: hrunit@jamaicapost.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**