



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 43** **OSC Ref. C. 5850<sup>17</sup>**

**31<sup>st</sup> 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 be assigned to the post of **Senior Payroll Officer (FMG/AT 3) – (Not Vacant)** in the **Finance and Accounts Division, Ministry of Economic Growth and Job Creation**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **Job Purpose**

The incumbent is responsible for assisting with the timely and accurate preparation of the Ministry's payroll.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares Individual Work Plan based on strategic alignment with the Division's Operational Plan;
- Prepares Annual/Quarterly and Monthly Reports, as required;
- Participates in meetings, seminars, conferences and workshops, as necessary.

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

- Assumes responsibility for the control and payment of salaries and wages for complex payrolls for all employees

##### ***Salary Computation:***

- Enters all relevant information in connection with the payment of salaries to 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.
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Conducts recovery of advances and overpayment of salaries;
- Maintains and balances the "On and Off" Salary Control Register for each payroll run;
- 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;
- Monitors that all salary cheques are printed for the correct amount and for the correct payee, and are dispatched to the Cashier for issue to the relevant persons on payday.

##### ***Deductions and Returns:***

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Makes Annual Returns such as Income Tax, National Insurance Scheme (N.I.S) and National Housing Trust (N.H.T) promptly after the end of the year.

##### ***Other:***

- Assists in the preparation of the Personnel Emoluments Budgets, by providing the Management Accounts Unit with the following particulars on each member of staff:
  - ✓ Name of employee;
  - ✓ Present salary;
  - ✓ Date of Appointment;
  - ✓ Anniversary date for the payment of incremental salary adjustment;
- Provides letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions, Income Tax.

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

- Excellent oral and written communication skills
- Good team skills
- Good judgement skills
- Good problem-solving skills
- Knowledge of Government Payroll Computation and Administration

### **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, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 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.

Applications accompanied by résumés should be submitted **no later than Thursday, 13<sup>th</sup> February, 2025 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7th Floor, 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.**



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