



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Data Entry Officer
JOB GRADE:	MIS/IT 3
POST NUMBER:	
DIVISION:	Financial Management Services
BRANCH:	Schools' Payroll Services
REPORTS TO:	Director , Schools' Payroll Services
MANAGES:	N/A

Job Purpose

Under the general direction of the Director, Payroll Services, the Data Entry Officer is responsible for maintaining and uploading all expenditure information to the automated FinMan System and generating cheques where necessary for the Schools' Payroll Branch.

Key Outputs:

- Data entered
- Payroll errors reported
- Security of data and backup system maintained
- Quality control conducted
- Accounting records maintained
- Bank listings prepared

Key Responsibility Areas:

Technical & Professional Responsibilities:

- Enters data from payment vouchers to the FinMan System;

- Reports payroll inconsistencies on payroll vouchers to ensure that payroll accounts are accurately balanced;
- Ensures that appropriate standards and security protocols are maintained at all times;
- Performs regular quality control checks of the data entry output to re-establish accuracy;
- Liaises with the Management Information System (MIS) personnel to resolve discrepancies to the system;
- Prepares the Bank listing for transmission to the National Commercial Bank (NCB) and submits to the Payroll Officer;
- Assists with the preparation of reports by compiling summaries from the payroll system;
- Performs regular backups to ensure data preservation;
- Files payroll records for future referencing;
- Performs any other related duties as assigned by the Director, Schools' Payroll Services.

Performance Standards:

- Security of data and backup system maintained in accordance with the Ministry's policies and standards;
- Salary data uploaded within the stipulated timeframe;
- Appropriate standards and security protocols frequently maintained;
- Quality Management systems efficiently implemented and frequently evaluated so as to satisfactorily minimize errors;
- Compilation of Payroll summaries reports are accurate, comprehensive and submitted within agreed time frame;
- Accounting records are accurate and filed in the stipulated format and submitted by the due date;
- Data is regularly backed-up and preserved for ease of access and for future referencing;
- Efficient and effective files and records management system implemented and maintained.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
MIS	To receive information/guidance
HRM&D	To organize ICT training for Ministry staff
Ministry Staff	To provide and receive information
Internal Auditors	To provide and receive information/guidance

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
eGov Services	Guidance on the Finman. & BizPay systems
Accountant General's Department	Provision of information and clarification
Financial Institutions	Provide and obtain information

MoF&PS	Provide and obtain information
Auditor General	Provide and obtain information
ICT Hardware/Software and Service Providers	Procuring software and hardware products and services

Required Competencies:

Core:

- Excellent analytical and judgment skills
- Excellent interpersonal,
- Sound written and oral communication skills
- Excellent time management skills
- Excellent ability to motivate and influence others
- Excellent decision-making & problem solving skills
- Strong organizing skills
- Attention to detail

Technical:

Knowledge of:

- The Financial Administrative and Audit (FAA) Act
- Ministry of Finance circulars and guideline relating to Finance & Accounts and government accounting principles
- The Government of Jamaica Staff Orders and Regulations
- Relevant computer systems and applications (Microsoft Office Suite, Bizpay, FinMan, etc.)
- Sound knowledge of computer hardware and software systems and programs
- Sound knowledge of computer methodologies
- Sound knowledge of the ICT industry, including hardware/software trends

Minimum Required Education and Experience:

- Associate Degree in Computer Science or Management Information Systems
- Professional certification in Accounts from a recognized institution
- At least two (2) year2 experience Information Technology

OR

- Government Accounting Level1
- At least three (3) years' experience Information Technology

Authority to:

- Access confidential information

Specific Conditions Associated With the Job:

- Normal office environment
- Required to work beyond normal working hours