



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

JOB TITLE:	Payroll Officer
JOB GRADE:	FMG/AT 2
POST NUMBER:	
DIVISION:	Financial Management Services
BRANCH:	Payables & Payroll
REPORTS TO:	Payroll Manager
MANAGES:	N/A

Strategic Objectives of the Financial Management Services Division:

The Financial Management Division provides Financial and Accounting Services to support the Ministry and ensures that sector priorities are adequately resourced by leading the accounting, financial planning and budgeting for the Ministry and its Departments and Agencies and ensures accountability in the use of Funds.

Job Purpose:

Under the general supervision of the Senior Payroll Officer, the Payroll Officer is responsible for processing monthly payroll to facilitate the payment of salary and allowances and statutory deductions according to stipulated guidelines.

Key Outputs:

- Salary and allowances processed
- Statutory deductions and salaries balanced
- Payment Vouchers and Journals prepared
- Travel Claims calculated and processed
- Salary Cards updated
- Records filed

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Records and calculates acting, appointments, promotion, family benefit, seniority, qualification, vacation and study leave and salary in lieu of leave;
- Processes vacation leave; maternity leave, no pay leave and officers' resumption;
- Calculates and prepares payment for annual increments;
- Processes charges for private telephone calls to be deducted from employees' salary;
- Prints Pay Advice, Payroll Reports, Salary Listings and Listings with payees' names to be signed by individuals collecting cheques and Pay Advice,
- Files Cheque Listings, Payroll Register and Deduction Listings;
- Calculates and processes Travel Claims;
- Prepares uploads for financial institutions for salary deductions and payments;
- Calculates and prepares gratuity for persons paid on contractual basis;
- Prepares monthly Journals for salary and allowances as well as Education and Income Tax;
- Balances statutory deductions and prepares annual returns;
- Prepares P24 and P45 forms on request by employees;
- Prepares Payment Vouchers for salary advance, deposits, NHT and NIS for each payroll;
- Provides information for both internal and external auditors as well as for staff;
- Updates and replaces Salary Cards;
- Responds to queries with respect to salaries form both internal and external customers;
- Performs other related duties assigned by the Senior Payroll Officer.

Performance Standards:

- Salaries prepared and transmitted, ten working days prior to pay day;
- Statutory deductions prepared as soon as the payroll is balanced;
- Journals and Vouchers prepared on the completion of deductions and transmitted to the relevant Officer;
- All Salary Cards accurately updated on receipt of information;
- Documents correctly filed as soon as payroll is completed;
- Queries and requests responded to within three days of receipt.

Internal And External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Human Resource Management	Salary information, clarification
Staff	Respond to queries
Internal Auditors	Provide information

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

Contact (Title)	Purpose of Communication
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Financial institutions	Queries on deposits and funds
National Housing Trust	To provide and obtain information
National Insurance Scheme	To provide and obtain information
External Auditors	Provide information

Required Competencies:

Core:

- Excellent time management skill
- Good communication skill
- Good team and interpersonal skill
- Ability to work with minimal supervision
- Good problem-solving skills
- Attention to detail

Technical

Knowledge of:

- The Financial Administrative and Audit (FAA) Act
- The Government of Jamaica staff policies and practices
- Relevant computer systems and applications (Microsoft Office Suite, Bizpay, FinMan, etc.)

Minimum Required Education And Experience

- Associate Degree Accounting or equivalent
- OR**
- Certificate CAT 1
- OR**
- Government Accounting 1
- One (1) year experience in Finance and Accounting

Authority To:

- Access to confidential information

Specific Conditions Associated With The Job:

- Normal office environment
- Required to work beyond normal working hours
- High stress level due to tight deadlines

