



**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:	Schools' Payroll Services
REPORTS TO:	Payroll Supervisors
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 Payroll Supervisor, the Payroll Officer is responsible for processing payroll to facilitate the payment of salary, allowances and statutory deductions in accordance with the Financial Administration and Audit Act (FAA) and other Accounting Standards.

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:

Monthly

- Processes charges for private telephone calls to be deducted from employees' salary;
- Calculates and processes Travel Claims;
- Calculates and prepares gratuity for persons paid on contractual basis;

Monthly & Fortnightly

- Updates the employees' Salary Cards with information received from the Human Resource Branch and other authorized entities;
- Updates the employees' Salary Cards with the payments calculated and paid;
- 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 requests;
- Calculates and prepares payment for annual increments;
- Prints Pay Advice, Payroll Reports, Salary Listings and Listings with payees' names to be signed by individuals collecting cheques and Pay Advice,
- Prepares uploads for financial institutions for salary deductions and payments;
- Calculates payments of vacation leave for persons who resign or retire and sends the salary cards to Internal Audit;
- 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;
- Responds to queries with respect to salaries from both internal and external customers on a daily basis;
- Performs other related duties assigned by the Payroll Supervisor.

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
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

- AAT Level 2;
- ACCA-CAT Level B/Level 2
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc Degree in Business Studies/Business Administration/Management Studies;

- ASc. Degree in Accounting from MIND or;
- Certificate in Government Accounting Level 2

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