



## Ministry of National Security

### CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

#### **MANAGER PAYROLL (FMG/PA 2) – VACANT PLANNING AND FINANCE BRANCH**

**SALARY SCALE: \$2,104,355.00– \$2,501,416.00**

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;  
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

#### **JOB PURPOSE:**

The incumbent is responsible for managing the operations for payroll administration in the Ministry of National Security and to ensure accuracy and timeliness in payroll payments and in effecting excellent service delivery.

**The duties and responsibilities include but are not limited to the following:**

#### **KEY RESPONSIBILITIES:**

- Checks and verifies that all statutory deductions and other authorized deductions are made
- Ensures that all relevant information in connection with the payment of salaries is forwarded to the Banks in a timely manner
- Monitors and ensures that advances and overpayment of salaries are promptly recovered
- Ensures that annual returns such as Income Tax, NIS, Education Tax and NHT are made after the end of the year
- Supplies the Budget section with salary information to assist in the preparation of Budget and figures for cash flow
- Ensures that the Ministry's Tax Compliance Certificate is renewed at all times
- Provides sound technical advice to Senior Managers and Staff members on payroll administration
- Receives and resolves salary complaints
- Directs compilation and preparation of payroll
- Reviews monthly and fortnightly payroll and deduction to ensure accuracy in processing and payments
- Ensures that proper procedures and guidelines regarding the payment of salaries by the unit are followed
- Ensures that the incidences of overpayment/underpayment are eliminated and that proper controls exist for the early detection of errors
- Dispatches all correspondences in respect of salary to the relevant Payroll Officers
- Provides assistance to staff in resolving salaries and technical problems
- Ensures that all staff in the unit is provided with up-date copies of the FAA Act regulations and other relevant instructions/guidelines critical to the performance of their jobs
- Responds to inquiries regarding matters and researches special issues and clarifies discrepancies
- Maintains continuous record of salary particulars of each permanent monthly paid staff and fortnightly paid staff
- Provides letters to employee in respect of salary particulars.
- Maintains salaries control register
- Prepares payroll related financial and Statistical Reports for use by relevant entities
- Prepares NHT letters for staff on request
- Resolve enquiries and complaint arising from interpretation of payroll regulations
- Prepares and revises Work Plans for staff to ensure that operational and Unit objectives are met
- Verifies salary particulars as requested by the HR Unit to ensure accuracy
- Interprets and communicates work procedures and government policies affecting payroll procedures to staff
- Updates internal database system for employees on contract
- Supervises the work of Accounting Technicians and Accounting Clerks in the Salaries Unit and ensures adherence to standards, deadlines and implementation of proper accounting procedures
- Prepares and sets performance standards for the duties and responsibilities of supervisees
- Conducts performance reviews for all direct reports
- Discusses Job Performance Problems with employees to identify causes and resolve issues
- Coordinates staff training to ensure that their developmental needs are identified and addressed

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelors Degree in Accounting or Management Studies with Accounting from a recognized University e.g. UTECH, UWI **or**;
- AAT Technician stage(Level 4) **or**;
- ACCA Level 2 **or**
- Three (3) years accounting experience at a Supervisory level

**SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:**

- Sound knowledge of Government Accounting standards, procedures, regulations and financial reporting practices
- Ability to respond flexibly and positively in all circumstances, and to work calmly under pressure.
- Excellent numerical, analytical, and problem-solving skills.
- Attention to detail with a high degree of accuracy.
- Ability to exercise good judgment and discretion, especially with regards to sensitive or confidential personnel or organizational matters.
- Excellent computer skills and experience using spreadsheet, charting, and other software tools, such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Sound Problem Solving skills and tenacity
- Supervisory Management skills
- Knowledge of Payroll Rules and Regulations
- Knowledge of FAA Act, Staff Orders and Accounting Software e.g. Bitz Pay Software

Interested persons should forward their applications and résumés **NO LATER THAN Friday, January 21, 2022** to the:

Director, Human Resource Management & Administration  
Human Resource Management & Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Manager Payroll (FMG/PA 2)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**