



## Ministry of National Security

### CAREER OPPORTUNITY

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

#### **SENIOR PAYROLL OFFICER (FMG/AT 3) – VACANT PLANNING AND FINANCE BRANCH**

**SALARY SCALE: \$1,191,406.00 – \$1,416,207.00**

#### **JOB PURPOSE:**

The incumbent is responsible for ensuring the accurate and timely processing of the preparation and checking of salary and provides a mentoring and support role to Payroll Officers as required.

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

#### **KEY RESPONSIBILITIES:**

- Ensures that all relevant information in connection with the payment of salaries is dealt with upon receipt;
- Verifies employment and other income reports;
- Provides salary information to Human Resource on request;
- Provides letters to employees in respect of salary particulars, contributions and other deductions;
- Receives signed cheques for batching according to Departments and forward to supervisor for dispatching;
- Files information pertaining to memoranda and deduction orders received;
- Maintains continuous record of salary particulars of each monthly paid staff, capturing information such as date of appointment, and incremental date;
- Informs supervisor as to the accuracy of the payroll so that cheques can be prepared;
- Records data concerning transfers and resignation of employees;
- Reviews employees Pay Card for accuracy;
- Maintains records of employees' status, assignments, rates of pay and benefits;
- Assists in providing information to employees and various organizations on their behalf in respect of salary particulars;
- Checks and verifies all relevant information in connection with the payment of salaries;
- Prepares and presents completed Coded Date Sheet to immediate Supervisor for scrutiny and signature;
- Computes salary and deductions and enters data onto Payroll System and Salary Records for all monthly paid staff;
- Makes adjustment to pay if errors are detected;
- Verifies that all cheques prepared are in the same quantum for each employee as Net Pay reflected by the payroll printout and that no additional cheques are prepared;
- Makes corrections to all cheques that require changes and follow through for the issue of new cheques from the Salary Account;
- Prepares payment vouchers in cases of adjustment made to Payroll;
- Performs other such duties and responsibilities as may be determined from time to time

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- AAT level 3 or;
- ACCA –CAT Level 3 or;
- NVQJ Level 3, Accounting or;
- Diploma in Accounting from a recognized University or;
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution;
- Asc. Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3 or;
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from a recognized University
- At least three (3) years related experience.

**SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of the FAA (Act);
- Excellent knowledge of GOJ Regulations related to Public Sector Accounting;
- Working knowledge of relevant applications relating to Payroll;
- Knowledge of techniques commonly used in locating errors in accounting records;
- Ability to communicate effectively with others;
- Ability to maintain records and prepare reports and correspondence related to the work efficiently.
- Ability to cope well under pressure;
- Ability to maintain records and prepare reports and correspondence related to the work efficiently.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Typical working condition;
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 30, 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: Senior Payroll Officer (FMG/ AT 3)**

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