



Ministry of National Security

CAREER OPPORTUNITY

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

PAYROLL OFFICER (FMG/AT 2) – VACANT PLANNING AND FINANCE DIVISION

SALARY SCALE: \$953,768.00 – \$1,133,731.00

JOB PURPOSE:

The incumbent is managing the payment of permanent and temporary monthly paid staff for the Ministry and its Department.

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

KEY RESPONSIBILITIES:

- Checks and verifies all relevant information in connection with the payment of salaries;
- Prepares and presents completed coded data sheet to immediate supervisor for scrutiny and signature;
- Computes salary and deductions and enters data onto Biz Pay system and salary records for all monthly paid staff;
- Researches and corrects errors, and incorrect amounts of vacation leave time for employees;
- Prepares salary control in respect of monthly payroll;
- Makes adjustments 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;
- Balances payroll and adjusts monthly summary;
- Processes employees leave benefits on request;
- 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 Resources 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, 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
- Performs other related functions assigned from time to time by the Head of Salaries and those consistent with the objectives and goals of this position.

MINIMUM QUALIFICATION AND EXPERIENCE:

- AAT level 2 or ACC Level 2 or;
- Certificate in Accounting from a recognized University;
- Three (3) years of related experience.

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of the FAA (Act);
- Working knowledge of relevant computer systems & applications relating to the maintenance of financial control and accounting records;
- Knowledge of office practices and procedures, office supplies, and accounting records;
- Knowledge of techniques commonly used in locating errors in accounting records;
- Knowledge of generally accepted auditing principles, procedures, and practices
- Good time management skills;
- Knowledge of government accounting and budgeting principles and procedures.
Ability to communicate effectively with others;
- Ability to maintain records and prepare reports and correspondence related to the work efficiently.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, October 28, 2022**, to the:

Director, Human Resource Management & Administration
Human Resource Management & Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Payroll Officer 2 (FMG/AT 2)

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