



Ministry of National Security

CAREER OPPORTUNITY

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

PAYROLL CLERK (FMG/AC 2) – VACANT PLANNING AND FINANCE BRANCH

SALARY SCALE: \$1,124,500.00 – \$1,512,328.00

JOB PURPOSE:

The incumbent is responsible for processing wages and salaries, statutory deductions, and other salary-related documents on behalf of the Ministry.

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

KEY RESPONSIBILITIES:

- Calculates salaries/wages for payment;
- Adjusts staff salaries where applicable and required;
- Balances payroll (fortnightly) on and off control;
- Ensure the prompt investigation of all queries relating to payroll and ensure the appropriate replies;
- Preparing the costing of salaries/wages and allowances relating to salary revision;
- Maintain salary loan register;
- Maintain accurate payroll records of all fortnightly employees;
- Prepare payroll journals on a monthly basis to be uploaded to the financial management information system;
- Calculate statutory and other deductions as per salary control records and prepare the necessary vouchers for the payment of deductions on a fortnightly basis;
- Ensure that statutory deductions are paid over on/or before the due date;
Prepares and provides a monthly listing of health insurance regarding staff to Sagicor;
- Any other duty(s) that may be assigned by the Manager, Payroll, or any Senior Officer vested with administrative authority from time to time.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Four (4) CXC or GCE 'O' Level passes including a numeric subject and English Language;
- Post-secondary certificates in Accounting and In-Service training courses in Government Accounting are assets.

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, March 17, 2023** 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 Clerk (FMG/AC 2)

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

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