



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB OPPORTUNITY

Applications are being invited from suitably qualified candidates to fill the post of:

Senior Payroll Officer (FMG/AT 3) (NOT VACANT)
within the Finance and Accounts Division
Salary range of \$2,190,302 - \$2,945,712 per annum – (Pay Band 5)

Job Purpose:

To assist in the timely and accurate preparation of the Ministry's payroll

Key Responsibilities

Management/Administrative Responsibilities

- Prepares individual work plan based on strategic alignment with the Division's Operational Plan
- Prepares Annual/Quarterly and Monthly Reports as required
- Participates in meetings, seminars, conferences and workshops as necessary

Technical/ Professional Responsibilities

Direct responsibility for the control and payment of salaries and wages for complex payrolls for all employees

Salary Computation

- Enters all relevant information in connection with the payment of salaries to the payroll system. Including:
 - Salary particulars for new employees.
 - New appointments (promotions) and acting appointments.
 - Details of deductions to be made from salaries.
 - Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption.
- Checks and ensure that salary is correctly computed by the system and any differences/errors found are promptly corrected.
- Conducts recovery of advances and overpayment of salaries
- Maintains and balances the "On and Off" salary Control Register for each payroll run.
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes regarding acting appointment
- Monitors that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

Deductions and Returns

- Checks and verify that all statutory deductions and other authorised deductions are made and paid over promptly.
- Makes annual returns such as Income Tax, N.I.S and N.H.T promptly after the end of the year.

Other Responsibilities

Assists in the preparation of the Personnel Emoluments budgets by providing the Management Accounts Unit with the following particulars on each member of staff:

- Name of employee.
- Present salary.
- Date of appointment
- Anniversary date for the payment of incremental salary adjustment.

Provides letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions, Income Tax .

Authority (decisions the post holder has the power to make or recommend):

Recommend records management procedure for salary records

Required Competencies

- Excellent oral communication skills
- Good team skills
- Good judgement skills
- Problem solving skills
- Knowledge of government payroll computation and administration

Minimum Required Education and Experience

- An Associate Degree or Diploma in Accounting from a recognised tertiary institution plus at least three (3) years related experience,
- OR**
- AAT or CAT Level 3 or ACCA Level 1 plus three (3) years' experience in Accounting
- OR**
- MIND revised Certificate in Accounting or a Certificate in Accounting from a recognised tertiary institution plus at least four (4) years post qualification experience

All applications along with resumes are to be submitted **no later than Thursday, February 13, 2025, to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5
Or
human.resources@megic.gov.jm**

Please note that only shortlisted applicants will be contacted