



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

CAREER OPPORTUNITY

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

Payroll Manager (FMG/PA 2) (NOT VACANT)
within the Finance and Accounts Division
Salary range of \$4,266,270 - \$5,737,658 per annum – (Pay Band 8)

Job Purpose:

To manage the operation of an effective and efficient payroll system and supervise the activities of the Payroll Unit to facilitate the achievement of its objectives

Key Responsibilities

Management/Administrative Responsibilities

- Assists in the development and updating of objectives and strategies of the Division's Strategic/Operational Plan
- Participates in the quarterly evaluation of the performance of programme managers in achieving the objectives and strategies in the Strategic/Operational Plan
- Progress, Annual, Special and other reports as necessary
- Provides expert advice and specialist assistance to programme managers as required
- Prepares Represents Minister, Permanent Secretary and Director General at meetings, conferences, workshops and seminars as required

Technical/ Professional Responsibilities

To manage the operation of an effective and efficient payroll system.

- Receives all correspondence in respect of salary, note and dispatch them to the relevant Payroll Officer along with any necessary clarification or explanation of any technical matter.
- Monitors the Unit to ensure that the proper procedures and guidelines are being carried out regarding the payment of salaries.
- Train members of staff in all the complexities and intricacies regarding the computation of salaries and allowances.
- Reduce and eliminate the numbers of instances of overpayment and underpayment of salaries and develop and recommend proper controls for the early detection of errors.
- Oversees that salaries and all deductions are paid on time in accordance with the FAA Instructions.
- Addresses any technical problems relating to salary, which the Payroll Officers are unable to solve.
- Responds to queries and provide information in relation to salaries
- Manages procedures to facilitate advances and overpayment of salaries being promptly recovered.
- Facilitates proper maintenance of Salaries On and Off Control Register.
- Ensures the proper maintenance of a continuous record of salary particulars of each employee reflecting the following information; the date of appointment, the anniversary date for the payment of increments, post, cost centre, salary scale, present salary and notes regarding acting appointment etc.

Deductions and Returns

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

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Facilitates welfare and development of staff in the Division/Unit
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.
- Contribute to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme

Other Responsibilities

- Assists in the preparation of the Personnel Emoluments budgets by providing information to the Management Accounts Unit reflecting the following particulars for each member of staff:
 - Name of employee
 - Present salary
 - Date of appointment
 - Date for the payment of incremental salary adjustments
- Provides letters to employees or organizations regarding the salaries paid to employees

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

- To recommend salary payment procedures in keeping with GoJ guidelines
- To recommend staff appointments, training, promotion, recruitment, disciplinary action and general welfare issues

Required Competencies:

Core

- Excellent communicator.
- Problem solving skills.
- Good team skills
- Excellent interpersonal and influencing skills.

Technical

- Knowledge of government payroll administration
- Excellent analytical and judgment skills;
- Excellent planning and organizing skills

Minimum Required Education and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- ACCA Level 2 or;
- NVQJ Level 5, Accounting or;
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting MIND

All applications along with resumes are to be submitted **no later than Monday, February 3, 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