



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF ENERGY, TRANSPORT AND TELECOMMUNICATIONS
(METT)

JOB TITLE:	Payroll Officer
JOB GRADE:	FMG/AT 2
POST NUMBER:	51098, 5899, 62745
DIVISION:	Finance and Accounts
BRANCH/UNIT:	Accounts & Expenditure Control Branch (Payroll)
REPORTS TO:	Payroll Manager
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE

Under the supervision of the Payroll Manager, the Payroll Officer is directly responsible for the control and payment of salaries and wages, statutory deductions, and other salary-related documents in respect of monthly and fortnightly paid staff.

KEY OUTPUTS

- Monthly and fortnightly salaries paid
- Monthly and fortnightly deductions paid
- Annual Statutory Returns for fortnightly staff prepared and submitted
- Salary, NIS and NHT returns;
- P45 and NHT letters prepared
- Advancement and overpayment of salaries recovered;
- Updated earning records
- Maintenance and balancing of the “On and Off” salary Control Register.

KEY RESPONSIBILITY AREAS

- Prepares salaries payment voucher for lodgement to the salaries bank accounts;
- Enters and maintains all relevant information in connection with the payment of salaries on the payroll system, such as:-
 - ✓ Salary particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re acting appointment, promotions etc.;
 - ✓ Details of deductions to be made from salaries;
 - ✓ Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption and assumption.
- Processes payments from the Accountant General’s Department and prepares and submits salary adjustment letters to the Department.
- Process overtime claims each fortnight and insert on payroll.
- Upload fortnightly and monthly salary to GFMS for authorization.
- Prepares statement of earnings for temporary, permanent and retired employees and gratuity payment for contractual employees;

- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the “On and Off” salary Control Register for each payroll run;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the relevant persons on payday;
- Prepares and submits, salary returns and NIS and NHT returns;

Deductions and Returns

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, NIS and NHT are made promptly after the end of the year.

Other Duties

- Prepares Personnel Emoluments budgets for submission to the Management Accounts Section.
- Prepare employees salary information (P45, P24, N.H.T & NIS letters etc.) upon request.
- Prepare Family Benefit Schedule upon request
- Performs any other duties assigned from time to time.

CONTACTS

Internal

Contact	Purpose
Payroll Manager	Obtain guidance, directives and work assignments. Provide feedback and support
Human Resources Division	Salary particulars
Employees	Salary information
Director Management Accounts	Obtain/Share information

External

Contact	Purpose
Financial Institutions	Provide information regarding salary deductions
Accountant General's Department	Obtain/Share information
Transformation Implementation Unit (TUI)	Provide feedback and support
Inland Revenue Department	To request information and guidance on salary deduction payments

PERFORMANCE STANDARDS

- Employees always paid on time, correctly and accurately.
- Salary deductions paid on time;
- Registers and control sheets maintained in accordance with established accounting procedures;
- Timelines in the submission of annual returns;
- Established deadlines, targets and quality standards are consistently met;
- Confidentiality, high ethical standards and professionalism are displayed in the execution of duties and personal conduct.

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade '1' being the lowest and '3' or '4' the highest

Core	Level	Functional	Level
Oral communication	3	Initiative	3
Written communication	3	Proficient in the use of computer applications and software - Microsoft Office Suite (Word, Excel, Outlook), MyHr+ and accounting system (GFMIS).	1
Customer and quality focus	2	Problem solving and decision making	3

Team work and cooperation	4	Problem solving and decision making	3
Interpersonal skills	4	Analytical thinking	2
Compliance	2	Planning and organizing	2
Integrity	4	Methodical	2
		• Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAAA Act. • Skilled in the operation of computerised accounting systems; • Ability to cope well under pressured working conditions and to meet deadlines	4

REQUISITE QUALIFICATIONS (at least one from the list):

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/ Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition.