



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

JOB TITLE:	Senior Payroll Officer
JOB GRADE:	FMG/AT 3
POST NUMBER:	51096
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 guidance of the Payroll Manager, the Senior Payroll Officer plays a key role in ensuring the accurate and timely processing of the Ministry's payroll. Senior Payroll Officer also assists with the effective supervision of Payroll Unit staff, contributing to the smooth and efficient functioning of the unit's daily operations.

KEY OUTPUTS:

- Monthly salaries paid
- Monthly deductions processed
- Annual Statutory Returns prepared and submitted
- Payroll System maintained
- Payroll taxes reconciled
- Employee earning records maintained
- 'On and Off' salary Control Register maintained
- Individual Work Plan completed
- Status and other reports prepared

KEY RESPONSIBILITY AREAS:

Administrative

- Prepares Individual Work Plan;
- Prepares status and other reports as required;
- Attends meetings as required.

Technical

- Ensures the timely and accurate preparation of the monthly payrolls assigned;
- Certifies payroll data on the Ministry's computerized payroll system all payroll transactions for monthly and fortnightly paid staff;
- Certifies covering vouchers for the funding of monthly salaries and salary remittances (deductions);

- Requests information from the Agencies for the preparation and submission of statutory payments to the Accountant General's Department and the Ministry of Finance and the Public Service;
- Ensures the Commitment Vouchers for the agencies are prepared and submitted on time for the funding of salary accounts;
- Prepares Virement for METT and its Agencies;
- Reconciles payroll taxes to ensure that correct amounts are paid over to Inland Revenue Department;
- Ensures SO1 is filed on a timely basis
- Enters and maintains all relevant information electronically and manually 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.
- 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 cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for lodgements;
- Maintains employee earning records;
- 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 submitted promptly after the end of the year;
- Ensures deductions cheques are prepared and dispatched to the registry on time for delivery to the entities;
- Ensures that statutory cheques for the project staff are prepared and paid over to Inland Revenue on the due date;

- Assists with preparing Personnel Emoluments budgets by providing information to the Management Accounts Section with the following particulars on each member staff:-
 - ✓ Name of employee;
 - ✓ Present salary;
 - ✓ Date of appointment;
 - ✓ Date for the payment of incremental salary adjustments, etc.
- Assists with compiling and arranging payroll related matters to Accountant General's Department for the processing of Payroll;
- Provides letters to employees or organizations upon requests regarding:-
 - ✓ Salary payable;
 - ✓ NHT contributions;
 - ✓ Income Tax, etc.
- Checks statement of earnings for temporary, permanent and retired employees and gratuity payment for contractual employees;
- Prepares Cost Summary Report for Final Accounts;

Other Responsibilities

- Performs any other duties assigned from time to time.

PERFORMANCE STANDARDS:

- Individual Work Plan prepared in established format, aligned with Unit Plan and submitted within the agreed timeframe;
- Status and other reports prepared and submitted in required format and timeframe.
- Computation and payment of salaries are accurate;
- Commitment vouchers, virements, annual returns and cheques (deductions, statutory etc.) prepared and submitted in required timeframe;
- Payroll System maintained accurately and in required timeframe;
- Payroll taxes reconciled, employee earning records maintained and advances and overpayment of salaries recovered within specified timeframe;
- SO1 submitted on due date;

- “On and Off” salary Control Register maintained in keeping with required guidelines;
- Submission of Statutory payable on a monthly basis to the Ministry of Finance & Accountant General’s Department for METT and its agencies;
- Established deadlines, targets and quality standards are consistently met;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct;

INTERNAL AND EXTERNAL CONTACTS

Internal

Contact	Purpose
Payroll Manager	Guidance, work assignment
Director, Financial Accounts	Submission of reports
HRMD Branch	Salary particulars
Employees	Salary information

External

Contact	Purpose
Financial Institutions	Provide information regarding salary deductions
Ministry of Finance and Planning	CTPS payroll system maintenance
Accountant General’s Department	Lodgement of salary and direct transfer to personal accounts
eGov	Liaise re Bizpay System
Inland Revenue Department	To request information and guidance on salary deduction payments
Agencies	Liaise re warrant information and Statutory payments, reconciliation of taxes, tax receipts or any other related queries related to payroll

REQUIRED COMPETENCIES

The following behavioural and technical competencies are informed by the Ministry's Competency Framework. Please refer to this document for further information on the definition and description of the level(s) for each competency.

Behavioural	Level	Technical	Level
Oral Communication	2	Use of Information, Communication and Technology	1
Written Communication	2	Legislation, Regulations and Policies	2
Teamwork and Cooperation	2	Financial Accounting (Cash Accounting)	2
Interpersonal Skills	2	Financial Accounting (Accrual Accounting)	1
Initiative	2	Financial Analysis	1
Client and Quality Focus/ Commitment to Service Quality	1	Management Accounting	1
Compliance	1	Management Control (Internal Control)	1
Adaptability	2	Financial Systems (FINMAN, BizPay, MyHR+)	2
Integrity	2		
Methodical	2		
Problem Solving and Decision Making	1		
Planning and Organizing	1		
Goal/Result Oriented	1		
Confidentiality	3		
Mutual Respect	1		
Analytical Thinking	2		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- AAT Level 3 or,
- ACCA CAT Level C Level 3 or,
- ACCA Level 1 or,
- NVQJ Level 3, Accounting or,
- Diploma in Accounting from a n accredited University or Community College or,
- ASc. Degree in Business Studies/ Business Administration from an accredited tertiary Institution or,
- ASc. Degree in Accounting, MIND or,
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3 or,
- B Sc. Degree in Accounting or Management Studies with Accounting or,
- BBA Degree or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above
- Two (2) years' experience in Government payroll computation and administration.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

AUTHORITY

- None