



PAYROLL OFFICER (Level 4)

Basic Salary: \$1,711,060.00 per annum

JOB PURPOSE:

Under the general direction of the Payroll Administrator the incumbent is responsible for processing of salary to facilitate payment in a timely manner.

KEY RESPONSIBILITY AREAS:

Management and Administrative Responsibilities

- 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, salary scale, present salary and notes reaction appointment etc.

Technical/Professional Responsibilities

- Maintains Payroll adjustment register
- Prepares payroll calculations including overtime cost;
- Prepares computation for vacation leave and gratuity settlements.
- Prepares submissions for EA Pension and Public Sector Pension Scheme
- Maintains and balances the "On and Off" salary Control register for each payroll run;
- Prepares payment vouchers;
- Generates banking instructions vouchers,
- Process payment for non-payroll transactions
- Uploads payroll to banking platform;
- Enters verified payroll changes in Payroll Software;
- Generates payroll journals;
- Processes meal and refreshment allowances;
- Maintains payroll related files and registers.
- Assists with period-end processes such as monthly and annual statutory returns and payment summary reconciliations.
- Conducts research for NHT and NIS beneficiaries.

REQUIRED COMPETENCIES:

Core

- Excellent communicator;
- Problem solving skills;
- Good team building skills;
- Excellent interpersonal skills;
- Keen attention to details;
- Excellent analytical skills;
- Excellent planning and organizing skills;

Technical

- Knowledge of government payroll administration;
- Sound knowledge the FAA Instructions and other financial and accounting principles and practices;
- Working knowledge of relevant computer applications;
- Working knowledge of MYHR+ would be an asset.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT level 2 **OR**
- ACCA-CAT level 2 **OR**
- Certificate in accounting from a recognized University e.g. UTECH **OR**
- Completion of second year B.Sc. in Accounting or Management Studies at a Recognized University e.g. UWI **OR**;
- A.Sc. in Accounting, MIND **OR**;
- Completion of the revised Certificate in Government accounting from MIND
- Two (2) years relevant work experience

Applications along with résumés should be submitted no later than **Friday September 20, 2024 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.