



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Senior Payroll Officer
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Expenditure Control & Accounts Branch
<b>SECTION/UNIT:</b>	Payroll Unit -
<b>REPORTS TO:</b>	Manager, Payroll;
<b>MANAGES:</b>	Accounting Technician (Payroll Officers); Accounting Clerk (Payroll Clerk)

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

  

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## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Manager, Payroll, the Senior Payroll Officer ensures the accurate and timely processing of the preparation and checking of salary and provides a mentoring and support role to payroll Officers as required. Assist in the supervision of staff for efficient performance/operation of the Payroll Unit.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Amendments on salary earning records, checked and signed;
- Monthly & fortnightly calculations certified;
- Deduction listing prepared and dispatched;
- Lodgments dispatched;
- Salary Control Register maintained and balanced;
- Reports prepared;
- Human Resource needs identified.

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative Responsibilities**

- Participates in the development and preparation of the Operational Plan for the Branch;
- Provides technical advice on Payroll preparation as required;

### **B.) Technical/Professional Responsibilities**

- Ensures that all relevant information in connection with the payment of salaries are properly entered to the payroll system. This include:
  - (a) Salary particulars in respect of new employees;
  - (b) New appointments, promotions and acting appointments;

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- (c) Details of deductions to be made from salary;
- (d) Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption;

- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Checks and signs amendments on salary earning records;
- Certifies monthly & fortnightly calculations;
- Consolidates monthly & fortnightly controls;
- Prepares master deductions listings;
- Dispatches deduction cheques to post office, relevant institution and Inland Revenue department;
- Prepares lodgments and send to respective banks;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances on and off salary Control Register for each payroll run;
- Prepares relevant salary reports and financial journals;
- Maintains continuous record of salary particulars of each employee on the payroll showing such information as date of appointment, incremental date, post, cost centre, salary scale, present salary and notes regarding acting appointments etc.;
- Assists with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity;
- Provides a responsive, accurate client advisory service on payroll matters, resolve difficult enquiries and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.

### **C.) Human Resource Responsibilities**

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- Manages the welfare and development of staff supervised through the Performance Appraisal System;
- Provides effective leadership to staff supervised through objective setting, delegating and communicating;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed;
- Foster teamwork, a harmonious working environment and promotes collaborative working across the Unit;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division Branch/Unit;
- Ensures that staff supervised is provided with adequate and appropriate physical resources to undertake duties efficiently and effectively;
- Recommend leave for staff supervised in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures.

**D.) Other Responsibilities:**

- Performs other related duties that may from time to time be assigned by the Manager, Payroll.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Amendments on salary earning records, checked and signed in accordance with set guidelines;
- Monthly & fortnightly calculations certified in keeping with set guidelines and standards;

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- Deduction listing prepared and dispatched on a timely basis;
- Lodgments dispatched to financial institutions in a timely manner;
- Salary Control Register maintained and balanced in keeping with set guidelines;
- Relevant salary reports and financial journals are accurate and prepared in keeping with established procedures;
- Human Resource needs identified and addressed in an appropriate manner;
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

## 5.) INTERNAL AND EXTERNAL CONTACTS

### i.) Internal

Contact (Title)	Purpose of Communication
Director, Financial Accounts	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Manager Payroll	Professional advice, receives directives, and guidance, work assignment, information regarding portfolio, and provide feedback.
Members of staff in the Branch	Collaborate, matters relating to payroll.
Director, Human Resource Management	Receiving information on salary particulars of employees
Related, Departments and Agencies	Matters relating to payroll

### ii) External Contact

Contact	Purpose of Communication
Government Agencies and Financial Institutions	Matters relating to salary deductions
Accountant General's Department	Matters relating to salaries

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## 6. REQUIRED COMPETENCIES

### Core

- Good time management and organisational skills;
- Good planning and monitoring skills;
- Sound analytical and problem solving skills;
- Good presentation, oral and written communication skills;
- Good leadership, teambuilding and interpersonal skills
- Sound analytical and problem solving skills;
- Good skills in teamwork and cooperation;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to manage people of diverse skills, levels and organizational/corporate cultures;
- Ability to cope well under pressure and meet tight deadlines
- Maintains a high level of productivity and self-direction.

### Technical

- Sound knowledge of the laws, regulations, principles and practices relating to government accounting;
- Sound knowledge of the Financial Administration and Audit Act (FAA ACT) and other Government Financial Regulations;
- Knowledge in operating GoJ Computerized Accounting System.
- Specific competence in the administration of payroll;

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- Competence in the use of spreadsheets and various computerized accounting systems. including computer applications

## **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Certificate or Diploma in Accounting, Management or Business Administration from a recognised institution;  
OR  
CAT or AAT level A and 1 respectively;
- Plus successful completion of the relevant government accounting and computing courses and at least three (3) years experience;
- Satisfaction of the Proficiency criteria;
- Any equivalent combination of education and experience.

## **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours, whenever the need arises.

## **9. AUTHORITY TO:**

- Checks and signs amendments on salary earning records;

## **10. WORKING CONDITIONS**

- Normal office conditions;

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