



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Accounting Clerk (Fortnight Payroll Clerk)
JOB GRADE: FMG/AC II
DEPARTMENT: Finance and Accounts
REPORTS TO: Assistant Salaries Supervisor
MANAGES: N/A

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To accurately prepare salary for fortnightly paid staff and properly maintain salary records

KEY OUTPUTS

1. Accurate preparation of salaries for fortnightly paid staff on the due dates
2. Proper maintenance of salary records

KEY RESPONSIBILITY AREAS

1. Notes information from salary advice on salary record
2. Calculates salaries and effect the necessary changes relating to the new salary rates, arrears of salary, acting appointments, resignation, new employment and deductions.
3. Enters changes on salaries record and on the salaries control at the time
4. Checks payroll register against entries on the salary records for errors or omissions and return cards for necessary corrections.
5. Balances salary control and ensure that payroll register and salaries control is in agreement
6. Prepares late payments for employees not listed on payroll register
7. Files earning records, salary records, signing sheets and payroll register
8. Prepares Journal vouchers in respect of over payments of salary to employees
9. Prepares P45 and salary particulars for officers who have resigned or have been transferred
10. Performs any other relevant duties that may be assigned from time to time

PERFORMANCE STANDARDS

1. Salary is prepared on a timely basis and in accordance with the FAA Act and other Government Financial Regulations
2. Salary controls are balanced before payday

REQUIRED COMPETENCIES

Functional / Technical Competencies	Level
Knowledge of FAA Act and other Government Regulations	2
Good knowledge of Microsoft Spread Sheet Application	1

Core Competencies	Level
Written communication skills.	2
Oral communications	2
Interpersonal skills.	2
Planning and organizing skills	2
Teamwork and cooperation	2
Initiative	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- CXC/GCE passes in a minimum of four (4) subjects including Mathematics or Accounts and English
- Training in Basic Accounting - Plus
- At least one (1) year working experience in the accounting field

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

N/A