



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

|                         |                                                                     |
|-------------------------|---------------------------------------------------------------------|
| <b>JOB TITLE:</b>       | <b>Payroll Officer (Monthly)</b>                                    |
| <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>      | Senior Payroll Officer;                                             |
| <b>MANAGES:</b>         | 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:

|                                                   |                               |
|---------------------------------------------------|-------------------------------|
| _____<br>Employee                                 | _____<br>Date                 |
| _____<br>Manager/Supervisor                       | _____<br>Date                 |
| _____<br>Head of Department/Division              | _____<br>Date                 |
| _____<br>Date received in Human Resource Division | _____<br>Date Created/Revised |

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

Reporting to the Senior Payroll Officer, the Payroll Officer prepares salary for monthly paid employees and properly maintain salary records.

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

- Monthly salary prepared
- Salary records maintained

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

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

- Notes information from salary advice on salary record;
- Ensures that all payroll information on the computerised payroll system is maintained accurately;
- Calculates salaries and effect the necessary changes relating to the new salary rates, arrears of salary, acting appointments, resignation, new employment and deductions;
- Enters changes on salaries record and on the salaries control at the time;
- Checks payroll register against entries on the salary records for errors or omissions and return cards for necessary corrections;
- Balances salary control and ensures that payroll register and salaries control is in agreement;
- Prepares late payments for employees not listed on payroll register;
- Processes authorised deductions;

- Facilitates the electronic transfer of salaries to financial institutions and other deduction recipients;
- Files earning records, salary records, signing sheets and payroll register;
- Prepares Journal vouchers in respect of over payments of salary to employees;
- Prepares P45 and salary particulars for officers who have resigned or have been transferred;
- Provide advice to managers as required.

**B.) Other Responsibilities:**

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

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

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

**5.) INTERNAL AND EXTERNAL CONTACTS**

i.) Internal

| <b>Contact (Title)</b>              | <b>Purpose of Communication</b>                                                                                                 |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Manager Payroll                     | Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.                  |
| Senior Payroll Officer              | Professional advice, receives directives, and guidance, work assignment, information regarding portfolio, and provide feedback. |
| Members of staff in the Branch/Unit | Collaborate, matters relating to payroll.                                                                                       |
| Director, Human Resource Management | Receiving information on salary particulars of employees                                                                        |

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April 05, 2017

| Contact (Title)                        | Purpose of Communication    |
|----------------------------------------|-----------------------------|
| Other members of staff in the Ministry | Matters relating to pay     |
| 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 |

## 6.) REQUIRED COMPETENCIES

### Core

- Good time management, planning and organisational skills;
- Good presentation, oral and written communication skills;
- Good interpersonal skills
- Good skills in teamwork and cooperation;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to cope well under pressure and meet tight deadlines;
- Maintains a high level of productivity and self-direction.

### Technical

- Knowledge of the laws, regulations, principles and practices relating to government accounting;
- 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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- Use of Technology

**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 two (2) 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:**

- N/A

**10.) WORKING CONDITIONS**

- Normal office conditions;