



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Payroll Clerk (Data Processing)
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Expenditure Control & Accounts Branch
SECTION/UNIT:	Payroll Unit
REPORTS TO:	Senior Payroll Officer;
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

1. JOB PURPOSE (Reason for Existence)

Reporting to the Senior Payroll Officer, the Payroll Clerk is responsible for inputting data and processing of the payroll.

2. KEY OUTPUTS (Results, Deliverables)

- Payroll data inputted;
- Payroll processed.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities

- Inputs payroll data
- Prints the following for salary pay period:

Payroll Register; Payroll Summary; Cheques and Cheque Register; Earning Summary; Seduction Summary; Signature Listing; Pay List
- Assists with writing of cheques
- Assists with the preparation of Annual Returns

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)

- Data for payroll is inputted accurately and on a timely basis;
- Payroll is processed on a timely basis and in accordance with set guidelines.

5.) INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
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 Unit	Matters relating to payroll data

ii) External Contact

Contact	Purpose of Communication

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;

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April 05, 2017

- Keen eye for detail;
- Initiative;
- 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 Financial Administration and Audit Act (FAA ACT) and other Government Financial Regulations;
- Good knowledge of the GoJ Pay System

7.) 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

8.) SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

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9.) AUTHORITY TO:

- N/A

10.) WORKING CONDITIONS

- Normal office conditions;

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