



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

<b>JOB TITLE:</b>	<b>Manager, Payroll</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>	Director, Financial Accounts;
<b>MANAGES:</b>	Accounting Technician (Senior Payroll Officer); 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 Director, Financial Accounts, the Manager, Payroll is responsible to co-ordinate, direct and control payroll preparation, processing and distribution and for the efficient operation of the Salaries Unit.

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

- Progress of payroll preparation monitored;
- Accurate payment of salaries and deductions on the due date;
- Salaries bank accounts monitored;
- Statements and annual returns prepared and submitted;
- 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;
- Assists with the preparation of the Personnel Emoluments budget by providing pertinent information on all members of staff to the Accounts Management Branch;
- Manages payroll workload to meet operational requirements;
- Provides letters to employees or organisations, of employees salary particulars, such as salary, NHT contributions, Income Tax etc. at their requests;

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- Prepares and submits Statements and Annual Returns, ensuring the provision of accurate and timely information for decision making;
- Prepares relevant fortnightly, monthly, quarterly and year-end reports required
- Provides technical advice on Payroll procedures and preparation as required;

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

- Receives all correspondence in respect of salary;
- Directs the preparation of payroll related matters;
- Notes and dispatches correspondence to the appropriate Officer along with any necessary clarification or explanation of any technical matter;
- Ensures that the proper procedures and guidelines regarding the payment of salaries are being carried out by the unit;
- Monitors the progress of payroll preparation;
- Collaborates with the Director, Financial Accounts ensuring that incidences of overpayment or underpayment are eliminated and that proper controls exists for the early detection of errors;
- Ensures that salaries and all deductions are paid on time;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances salary on and off control Register;
- Ensures that the salaries bank account is funded. Account is monitored to avoid overdraft;
- 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;
- Ensures all payroll information and records are maintained in accordance with statutory requirements;
- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;

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- Ensures that annual returns such as Income Tax, NIS and NHT are made promptly after the end of the year;
- Ensures that balances in the account at the end of the Financial Year are lodged to the Consolidated Fund;
- Deals with problems related to salaries which officers are unable to solve;
- Provides information and answer to queries in relation to salaries;
- Supports all internal and external audits related to payroll;
- Trains members of staff in the branch on all the complexities and intricacies regarding the computation of salaries and allowances.

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

- 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 Branch;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Branch;
- 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;
- Conducts monthly and other ad hoc meetings with staff supervised.

**D.) Other Responsibilities:**

- Performs other related duties that may from time to time be assigned by the Director, Financial Accounts.

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

- Constantly monitoring the progress of payroll preparation to ensure that all deadlines are met;
- Accurate payment of salaries and deductions on the due date consistently maintained;
- Salaries bank accounts monitored in keeping with set standards and guidelines;
- Statements and annual returns prepared and submitted within specified timeframe;
- Relevant reports prepared are accurate, comprehensive and produced within specified time frame;
- Human Resource needs identified and addressed in a timely 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**

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## i.) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Director, Financial Accounts	Professional advice, receives directives, and guidance, work assignment, information regarding portfolio, and provide feedback.
Members of staff in the Branch	Collaborate, matters relating to and payroll.
Director, Accounts Management	Providing information to assist with the preparation of Personnel Emoluments Budget
Director, Human Resource Management	Receiving information on salary particulars of employees
Related, Departments and Agencies	Matters relating to payments and payroll

## ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtain/share information, collaborate on critical insight in respect to portfolio
Financial Institutions	Matters relating to salary deductions

## 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
- Good skills in teamwork and cooperation;
- Keen eye for detail;

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

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

- A Bachelor's degree in Accounting or Business Administration from a recognised institution;
- 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:**

- Signs cheques on Ministry's bank accounts;
- Sign Standing Orders.

**10. WORKING CONDITIONS**

- Normal office conditions;