



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Accounting Clerk (Payroll Clerk)
JOB GRADE: FMG/AC 2
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 prepare Annual Returns and writing Cheques

KEY OUTPUTS

1. Salary Returns prepared and submitted on time
2. Cheques are properly and correctly written
3. Timely preparation of letters

KEY RESPONSIBILITY AREAS

1. Prepares NHT and Widows and Orphan letters
2. Prepares C7 and P24 forms
3. Prepares Annual Returns for Income Tax, National Housing Trust, National Insurance Scheme and Education Tax
4. Assist in writing Personal & Deductions cheques
5. Performs any other related duties that may be assigned from time to time

PERFORMANCE STANDARDS

1. Preparation and Submission of Annual Returns on the due date
2. Accurate and timely preparation of written cheques
3. Accurate and timely preparation of forms and letters

REQUIRED COMPETENCIES

Functional / Technical Competencies	Level
Knowledge of FAA Act and other Government Regulations	2
Use of Technology	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
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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