



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Accounting Clerk (Data Processing)  
**JOB GRADE:** FMG/AC 2  
**DEPARTMENT:** Finance and Accounts  
**REPORTS TO:** 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 input payroll data and process payroll on a timely basis

## **KEY OUTPUTS**

1. Data for payroll is inputted accurately and on a timely basis
2. Payroll is process on a timely basis

## **KEY RESPONSIBILITY AREAS**

1. Inputs payroll data
2. Prints the following for salary pay period:  
  
Payroll Register; Payroll Summary; Cheques and Cheque Register;  
Earning Summary; Seduction Summary; Signature Listing; Pay List
3. Assists with writing of cheques
4. Assists with the preparation of Annual Returns
5. Perform any other related that may be assigned from time to time

## **PERFORMANCE STANDARDS**

1. Accurate and timely processing of payroll

## **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Levels</b>
Knowledge of FAA Act and other Government Regulations	2
Use of Technology	2
Excellent knowledge of the turbo Pay system	2

<b>Core Competencies</b>	<b>Levels</b>
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