



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Payroll Clerk
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 the preparation of returns, despatch of salary cheques and providing assistance in the preparation of the payroll.

2. KEY OUTPUTS (Results, Deliverables)

- Salary returns prepared and submitted;
- Salary cheques properly dispatched;
- Letters and forms prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities

- Prepares Annual Returns for Income Tax, National Housing Trust, National Insurance Scheme and Education Tax;
- Prepares C7 and P24 forms;
- Despatches salary cheques;
- Prepares NHT and Widows and Orphan letters;
- Assist in writing Personal & Deductions cheques;
- Assists in the preparation of salary statements for National Housing Trust, Banks, Credit Unions etc.;

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April 06, 2017

- Assists in the computation of salary arrears, salary advance and other salary computations.
- Files and retrieves prior years' salary records;

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 returns prepared and submitted on the due date;
- Salary cheques properly despatched in accordance with established guidelines and in a timely manner;
- Letters and forms prepared are accurate.

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 dispatching of cheques and preparation of returns

ii) External Contact

Contact	Purpose of Communication

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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;
- 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.

9.) AUTHORITY TO:

- N/A

10.) WORKING CONDITIONS

- Normal office conditions;