



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

JOB TITLE :

PAYROLL OFFICER (FMG/AT 2) - TEMPORARY FINNACE & ACCOUNTS DIVISION

Under the general supervision of the Senior Payroll Officer, the Payroll Officer is responsible for processing monthly payroll to facilitate the payment of salary and allowances and statutory deductions according to stipulated guidelines.

REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/ Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2
- Two (2) years' experience in similar capacity

REMUNERATION PACKAGE:

Salary Scale: \$1,711,060.00 to \$2,301,186.00 per annum
Pay Band 4





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CO 25-150

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN THURSDAY, DECEMBER 11, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Payroll Officer
JOB GRADE:	FMG/AT 2
POST NUMBER:	
DIVISION:	Finance and Accounts Division
BRANCH:	Payables & Payroll
REPORTS TO:	Payroll Manager
MANAGES:	N/A

Job Purpose:

Under the general supervision of the Senior Payroll Officer, the Payroll Officer is responsible for processing monthly payroll to facilitate the payment of salary and allowances and statutory deductions according to stipulated guidelines.

Key Outputs:

- Salary and allowances processed
- Statutory deductions and salaries balanced
- Payment Vouchers and Journals prepared
- Travel Claims calculated and processed
- Salary Cards updated
- Records filed

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Records and calculates acting, appointments, promotion, family benefit, seniority, qualification, vacation and study leave and salary in lieu of leave;

- Processes vacation leave; maternity leave, no pay leave and officers' resumption;
- Calculates and prepares payment for annual increments;
- Processes charges for private telephone calls to be deducted from employees' salary;
- Prints Pay Advice, Payroll Reports, Salary Listings and Listings with payees' names to be signed by individuals collecting cheques and Pay Advice,
- Files Cheque Listings, Payroll Register and Deduction Listings;
- Calculates and processes Travel Claims;
- Prepares uploads for financial institutions for salary deductions and payments;
- Calculates and prepares gratuity for persons paid on contractual basis;
- Prepares monthly Journals for salary and allowances as well as Education and Income Tax;
- Balances statutory deductions and prepares annual returns;
- Prepares P24 and P45 forms on request by employees;
- Prepares Payment Vouchers for salary advance, deposits, NHT and NIS for each payroll;
- Provides information for both internal and external auditors as well as for staff;
- Updates and replaces Salary Cards;
- Responds to queries with respect to salaries from both internal and external customers;
- Performs other related duties assigned by the Senior Payroll Officer.

Performance Standards:

- Salaries prepared and transmitted, ten working days prior to pay day;
- Statutory deductions prepared as soon as the payroll is balanced;
- Journals and Vouchers prepared on the completion of deductions and transmitted to the relevant Officer;
- All Salary Cards accurately updated on receipt of information;
- Documents correctly filed as soon as payroll is completed;
- Queries and requests responded to within three days of receipt.

Internal And External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Human Resource Management	Salary information, clarification
Staff Members	Respond to queries
Internal Auditors	To provide information

Contacts external to the Ministry required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Financial institutions	Queries on deposits and funds
National Housing Trust	To provide and obtain information
National Insurance Scheme	To provide and obtain information
External Auditors	To provide and obtain information
Other Agencies/Ministries of Government	To provide and obtain information

Required Competencies:

Core:

- Excellent time management skill
- Good communication skill
- Good team and interpersonal skill
- Ability to work with minimal supervision
- Good problem-solving skills
- Attention to detail

Technical

- Excellent knowledge of The Government of Jamaica staff policies and practices
- Knowledge of the laws, regulations, principles and practices relating to Public Sector budget preparation and administration
- Excellent knowledge of F.A.A. Act and other related GOJ regulations and procedures
- Knowledge of GOJ Procurement Act and procedures
- Ability to analyze and interpret Financial Statements and reports
- Knowledge of accounting principles, practices and control systems (budgeting and forecasting techniques)
- Relevant computer systems and applications (Microsoft Office Suite, Bizpay, FinMan, etc.)

Minimum Required Education And Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/ Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2
- Two (2) years' experience in similar capacity

Authority To:

- Access to confidential information

Specific Conditions Associated With The Job:

- Normal office environment
- Required to work beyond normal working hours
- High stress level due to tight deadlines