



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

ACCOUNTING CLERK (FMG/AC 2) - TEMPORARY - TWO (2) POSTS SCHOOLS' PAYROLL SERVICES BRANCH FINNACE & ACCOUNTS DIVISION

JOB TITLE :

Under the general supervision of the Accounting Technician, the Accounting Clerk is responsible for the creation, maintenance, storage, and retrieval of files and documents within the Schools' Payroll Services Branch. The incumbent also prepares NIS and NHT contribution letters in keeping with established procedures and guidelines.

REQUIRED EDUCATION AND EXPERIENCE

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-secondary Certificate in Accounting, and in-service training courses in Government Accounting and Voucher Preparation are assets;

REMUNERATION PACKAGE:

Salary Scale: \$1,439,455.00 to \$1,935,907.00 per annum
Pay Band 3





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CO 26-91

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 FRIDAY, JULY 17, 2026 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:	Accounting Clerk 2 x2 (Temporary)
JOB GRADE:	FMG/AC 2
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Schools' Payroll Services
BRANCH:	Schools' Payroll Services
REPORTS TO:	Accounting Technician 3 (FMG/AT 3)
MANAGES:	N/A

Job Purpose:

Under the general supervision of the Accounting Technician, the Accounting Clerk is responsible for the creation, maintenance, storage, and retrieval of files and documents within the Schools' Payroll Services Branch. The incumbent also prepares NIS and NHT contribution letters in keeping with established procedures and guidelines.

Key Outputs:

- Employees' payroll files/records classified and secured
- Files Minute and enclosed
- Files retention and disposal coordinated
- Filing Index maintained
- Transit cards maintained
- File jackets repaired and replaced
- Records Management policies recommended and implemented
- NIS and NHT contribution letters prepared
- Online records maintained and updated
- Monthly report prepared

Key Responsibility Areas:

Technical Professional Responsibilities:

- Maintains a filing system to ensure that salary cards and payroll records are correctly classified, numbered and secured;
- Classifies and encloses files chronologically in appropriate file folders and records on Minute sheets;
- Coordinates the maintenance, retrieval, protection, retention and disposal of inactive/closed files/records,
- Creates and maintains an index cards/digital log sheet for ease of retrieval and to increase the efficiency of filing methods;
- Maintains accurate storage and easy retrieval of monthly salary records
- Prepares and maintains transit cards to record the movement of files/records;
- Maintains files by repairing and replacing file jackets, closing and opening volumes as needed;
- Recommends and implements new Records Management policies and classified systems;
- Locates files/records for officers upon requests;
- Updates and maintains NHT/NIS processing database
- Reviews payroll records and drafts letters for NIS and NHT Contributions;
- Reviews MyHR+ system for NIS/NHT online requests on a daily basis;

Other

- Performs any other related duties assigned from time to time

Performance Standards:

- The filing and classification system managed and maintained according to Government of Jamaica (GoJ) established policies and procedures and in an agreed timeframe;
- Files Indexing, Transit Cards and digital log sheet are accurately maintained;
- Damaged file jackets are repaired and replaced accordingly and appropriate volumes correctly and timely closed and opened;
- Recommendations and technical support provided in a timely manner in keeping with established guidelines and regulations;
- Files/records requested are retrieved and delivered in a timely manner;
- The Branch filing and record system is maintained at all times;
- NHT and NIS contribution letters prepared and delivered in a timely manner

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

Internal Contacts

Contact (Title)	Purpose of Communication
Staff	To retrieve and deliver files and to provide information
Teachers	To address queries related to NIS/NHT contribution letter requests
Documentation/Information & Access Services	To obtain information re strengthening filing system

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Govt. Records & Info Managers	Collaboration, consultation, advice

Required Competencies:

Core:

- Excellent customer service skills
- Good interpersonal, verbal and written communication skills
- Sound planning and organizing skills
- Ability to demonstrate a high level of professionalism and confidentiality
- Attention to detail
- Team-oriented

Technical

- Proficiency in the use of Microsoft Office Suite and other relevant computer systems
- Sound knowledge of Ministry of Education, Youth & Information's operation and functions
- Sound knowledge of established Records Management Systems and procedures

Minimum Required Education and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-secondary Certificate in Accounting, and in-service training courses in Government Accounting and Voucher Preparation are assets;

Authority to:

- Access confidential information
- Close and open volumes of files

Specific Conditions associated with the job:

- Required to work beyond normal working hours
- Presence of dust hazards
- Required to do a lot of bending and lifting