



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

### ACCOUNTING TECHNICIAN (FMG/AT 3) - TEMPORARY SCHOOLS' PAYROLL SERVICES BRANCH

#### FINANCE & ACCOUNTS DIVISION

#### JOB TITLE :

Reporting to the Director, School's Payroll Services, the Accounting Technician provides comprehensive support to the Office of the Director. The incumbent is also responsible for managing payment files, salary cards and addressing queries related to these files, and supervising Records Officers.

#### REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;  NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

#### REMUNERATION PACKAGE:

Salary Scale: \$2,190,302.00 to \$2,945,712.00 per annum  
Pay Band 5





CO 26-92

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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 (Proposed)**

<b>JOB TITLE:</b>	Accounting Technician 3 (Temporary)
<b>JOB GRADE:</b>	FMG/ AT 3
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts/ Schools Payroll Services Branch
<b>REPORTS TO:</b>	Director, School's Payroll Services
<b>MANAGES:</b>	Accounting Clerk (FMG/AC 2) x2

**Job Purpose**

Reporting to the Director, School's Payroll Services, the Accounting Technician provides comprehensive support to the Office of the Director. The incumbent is also responsible for managing payment files, salary cards and addressing queries related to these files, and supervising Records Officers.

**Key Outputs:**

- Payroll system reviewed and updated
- Salary records maintained
- Monthly and fortnightly payroll prepared and balanced
- Deductions controls register maintained
- Statutory deductions calculated
- Payroll reports prepared
- Deductions reports prepared
- Journal vouchers and cashier's daily revenue collection entered to system
- Monthly and fortnightly staff salary packaged
- All accounting documents filed
- Lodgements posted
- Accounting Clerks supervised and performance monitored

**Key Responsibility Areas:**

**Technical and Professional Duties**

- Prepare deductions reports
- Prepare payment vouchers in cases of adjustments made to the payroll

- Balances payroll and adjusts monthly summary
- Prepares costing for all retroactive payments
- Effectively monitor salary deductions control register
- Ensure that all source documents are noted and placed on file for retrieval
- Prepare all relevant salary particulars including P24, P45 salary leaving and pension particulars requested by employees.
- Provide letters to employees in respect of salary particulars, contributions and other deductions.
- Files information pertaining to memoranda and deduction orders receive
- Files accurately and timely all accounting documents
- Prioritizes and follows up on issues and concerns of staff payment; logs all issues/problems of staff payment, access the relevant salary card and payroll records and ensures that it passes through the checking, certifying and authorizing process with minimal delay and that the processes are completed within the given timeframe
- Anticipates needs of direct reports, in identifying and implementing work practices that can contribute to departmental efficiency and productivity
- Screens requests for information and responds or refers to the appropriate member of staff
- Manages computerized and manual files and records including filing, retrieval, retention and storage
- Ensures security guidelines are strictly observed to safeguard the confidentiality of documents in the Branch
- Reviews payroll and deduction monthly reports for fidelity,
- Conducts research and financial analysis and submits findings to Director
- Manages the preparation and processing of NHT and NIS contribution letters
- Provides guidance, support, and performance oversight to Accounting Clerks to ensure efficient workflow and compliance with policies

#### **Other**

- Required to perform any other related responsibilities that may be assigned

#### **Performance Standards:**

- Good communication skills and the ability to listen to and understand a customer's needs.
- Correspondence and other documents prepared are appropriately formatted, error free, and submitted/dispatched in a timely manner
- Tact, sensitivity, diplomacy, discretion and professionalism exercised in the screening of calls and visitors, giving information, and dealing with people
- Confidentiality of information and communication, oral and written, is maintained
- Priorities are determined and tasks scheduled to meet deadlines
- Expense advances, requisitions and invoices are verified for accuracy, processed in a timely manner and followed-up
- Files and records, electronic and manual, are established and maintained in an up-to-date manner and are in accordance with relevant policies, procedures and guidelines
- Salary, NIS, NHT, Education Tax returns are accurately prepared and submitted for review in a timely manner
- Statutory and authorized declarations paid over to relevant government and financial institutions.
- Payroll for all employees are accurate.

- Payroll system is effectively maintained
- Staff Payment Files/Records directed through the payment process within the required timeframe

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

**Within the Ministry**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Office of the Principal Finance Officer	To provide/ receive information on behalf of the Director
Section Heads	To provide/ receive information on behalf of the Director
Corporate Services Division	To provide/ receive information on behalf of the Director
Regional Human Resource Management Section	To provide and receive information on behalf of the Director
Staff members	To provide and receive information on behalf of the Director
Internal Audit Division	To provide and receive information on behalf of the Director

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Ministry of Finance & the Public Service	Promote, gather and disseminate information on behalf of the Director
Banks and other financial institutions	Receive and Provide Information
International Lending Agencies	Receive and provide Information
Auditor General	Receive and provide information
Accountant General	Receive and provide information
PIOJ	Receive and provide information
All educational Institutions	Receive and provide information

**Required Competencies:**

**Core**

- Excellent verbal and written communication skills
- Excellent planning, organizing, and time management skills
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities, schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- Attention to detail
- Ability to provide advice and guidance that helps clients use the Ministry's products effectively and reduces the risk of customer complaints

- Have good product knowledge of the Accounts process/ file management and the management of payment files
- Have good customer handling skills.

### **Technical**

- Knowledge of the Education Act and Regulations
- Knowledge of Polices, Rules and Regulations of the MOESY&I
- Knowledge of the FAA Act
- Knowledge of office management and administrative procedures and practices
- Knowledge of the organization and maintenance of filing systems (RIM Policy)
- Knowledge of the MyHR+ Software
- Knowledge of budget preparation/accounting principles
- Ability to undertake research on and off-line
- Ability to compose correspondence and reports
- Proficiency in MS Office software applications including Outlook, Word, Excel, PowerPoint and database management

### **Minimum Required Education and Experience**

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1; □ NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
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- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

### **Authority:**

- Provide information
- Schedule and cancel appointments
- Open correspondence
- Supervise Accounting Clerk

### **Specific Conditions Associated With the Job**

- Normal working environment
- Will be required to work overtime to meet deadlines