



Ministry of
Education, Skills,
Youth & Information

**CAREER OPPORTUNITY
RE-ADVERTISEMENT
PAYROLL SUPERVISOR (FMG/PA 1) - VACANT
SCHOOLS' PAYROLL SERVICES BRANCH
FINNACE & ACCOUNTS DIVISION**

JOB TITLE :

Under the general direction of the Director – Schools' Payroll Services, the Payroll Supervisor is responsible for managing and coordinating payroll activities and ensuring that all monthly salaries and allowances are accurate and timely.

REQUIRED EDUCATION AND EXPERIENCE

- BSc in Accounting/Financial Management
OR
- Certificate in ACCA 2, AAT or CAT
OR
- Government Accounting 3
- Training in Supervisory Management
- At least four (4) years' experience in Payroll Services at a supervisory level

REMUNERATION PACKAGE:

Salary Scale: \$3,501,526.00 to \$4,709,163.00 per annum
Pay Band 7





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CO 26-93

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, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Payroll Supervisor x 6
JOB GRADE:	FMG/PA 1
POST NUMBER:	
DIVISION:	Financial Management Services
BRANCH:	Schools' Payroll Services
REPORTS TO:	Director – Schools' Payroll Services
MANAGES:	Payroll Officers x 40

Job Purpose:

Under the general direction of the Director – Schools' Payroll Services, the Payroll Supervisor is responsible for managing and coordinating payroll activities and ensuring that all monthly salaries and allowances are accurate and timely.

Key Outputs:

- Annual Budget and Operational Plans prepared
- Monthly Payment Vouchers verified
- Salary calculations verified
- Health Cards Summary certified
- Travel & Milage Claims verified
- New deductions orders authorized
- Statutory deductions certified
- Bizpay Payroll System updated
- Records database maintained
- Performance appraisal for staff conducted

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Reviews calculations and entries made and noted on the Salary Cards;
- Authorizes the uploading of all new employees to the Bizpay Payroll System and assigns each with an employment number generated by the machine;
- Updates the system on the staffs' anniversary date, TRN and NIS numbers to the Bizpay system and changes salary classification;
- Checks P45 for staff and keys the information to the Bizpay system;
- Prints the Payroll Register and Summary and assigns to the relevant Officers to balance the Payroll;
- Verifies the monthly Payment Vouchers prepared for Education and Income Tax as well as salary and allowances for payment;
- Certifies Health Cards Summary prepared for the month with the balances from the Payroll Register, Summary and previous balances;
- Verifies the authenticity of all Claims in relation to approved Traveling positions and with the Jamaica Road Table Kilometres Map;
- Verifies the Payment Vouchers for salary advance, deposits, NHT and NIS for each Payroll;
- Transmits report of staff members' deduction every month to the relevant financial institutions;
- Activates and terminates the payments of staff on the system;
- Prints the Payroll Register and Summary and assigns to the relevant Officers;
- Endorses new deduction orders from employees;
- Verifies the accuracy of the Wage Bill and annual returns for statutory deductions;
- Responds to staff queries.

Management/Administrative Duties:

- Prepares and implements the Budget, Operational & Work Plans for the Schools' Payroll Services Branch;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Ministry of Education, Youth and Information;
- Identifies developmental programmes and makes recommendation for staff to attend such programmes;
- Ensures staff has the necessary tools, equipment and furniture identified and provided for productive work;
- Performs other related duties assigned.

HR Responsibilities:

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Monitors the routine operations of the Branch and oversees and participates in the review and evaluation of the work of staff members;

- Identifies and manages the developmental and welfare needs of staff in the Branch;
- Conducts performance appraisal of staff as required, quarterly and annually;
- Fosters teamwork, a harmonious working environment and promote collaborative working relationships across Divisions/Units;
- Ensures that training and other developmental needs of employees are adequately identified and addressed;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Recommends vacation leave and approves sick and departmental leaves for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Conducts staff meetings as required;
- Ensures that staff adhere to the policies and procedures of the Ministry and the Branch;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.

Performance Standards:

This job is satisfactorily performed when:

- Calculations made for payments thoroughly verified within the agreeable time frame;
- All new employees uploaded onto the Bizpay Payroll System and assigned employee numbers no more than one week after being employed;
- Comprehensively assess documents requiring verification in a suitable manner in order to facilitate timely submissions;
- Bizpay Payroll System is consistently and properly maintained for ease of access and to minimize errors;
- Performance Appraisals are completed and submitted to HR by the due date;
- Staff is managed and kept informed of all relevant information inclusive of new operational policies and procedures.

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

Within the Ministry

Contact (Title)	Purpose of Communication
Human Resource Manager	In connection with HR matters relating to salaries
Staff	Respond to queries and give guidance
Internal Auditors	Provide information

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

Contact (Title)	Purpose of Communication
Accountant General Department	To provide information on salaries and funding of the Salary account

Financial institutions	Queries on deposits and funds
National Housing Trust	To provide and obtain information
National Insurance Scheme	To provide and obtain information
Ta Administration of Jamaica	To provide and obtain information
External Auditors	Provide information

Required Competencies:

Core:

- Excellent decision-making, judgement and organizing skills
- Excellent time management skill
- Good leadership skill
- Good communication skill
- Good team skill and interpersonal skill
- Ability to work with minimal supervision
- Good problem-solving skills
- Attention to detail

Technical:

Knowledge of:

- The Financial Administrative and Audit (FAA) Act
- The Government of Jamaica Staff Orders and Regulations
- Management principles and practices
- Relevant computer systems and applications (Microsoft Office Suite, Bizpay, FinMan, etc.)

Minimum Required Education and Experience:

- BSc in Accounting/Financial Management
- OR**
- Certificate in ACCA 2, AAT or CAT
- OR**
- Government Accounting 3
- Training in Supervisory Management
- At least four (4) years' experience in Payroll Services at a supervisory level

Authority To:

- Populate Bizpay Payroll System
- Assign employee ID numbers
- Certify payroll and other documents
- Recommend disciplinary action
- Recommend vacation leave
- Approve sick and departmental leave

- Access confidential information/files

Specific Conditions Associated with the Job:

- Normal office environment
- Required to work beyond normal office hours at times
- High stress level due to tight deadlines for the processing of the Teachers' Payroll