



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

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

#### JOB TITLE :

Under the general supervision of the Payroll Supervisor, the Payroll Officer is responsible for processing payroll to facilitate the payment of salary, allowances and statutory deductions in accordance with the Financial Administration and Audit Act (FAA) and other Accounting Standards.

#### REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree Accounting or equivalent  
OR
- Certificate CAT 1  
OR
- Government Accounting 1

#### REMUNERATION PACKAGE:

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





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CO 26-94

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**

<b>JOB TITLE:</b>	Payroll Officer
<b>JOB GRADE:</b>	FMG/AT 2
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Financial Management Services
<b>BRANCH:</b>	Schools' Payroll Services
<b>REPORTS TO:</b>	Payroll Supervisors
<b>MANAGES:</b>	N/A

**Job Purpose:**

Under the general supervision of the Payroll Supervisor, the Payroll Officer is responsible for processing payroll to facilitate the payment of salary, allowances and statutory deductions in accordance with the Financial Administration and Audit Act (FAA) and other Accounting Standards.

**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:**

**Monthly**

- Processes charges for private telephone calls to be deducted from employees' salary;
- Calculates and processes Travel Claims;
- Calculates and prepares gratuity for persons paid on contractual basis;

Monthly & Fortnightly

- Updates the employees' Salary Cards with information received from the Human Resource Branch and other authorized entities;
- Updates the employees' Salary Cards with the payments calculated and paid;
- 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 requests;
- Calculates and prepares payment for annual increments;
- Prints Pay Advice, Payroll Reports, Salary Listings and Listings with payees' names to be signed by individuals collecting cheques and Pay Advice,
- Prepares uploads for financial institutions for salary deductions and payments;
- Calculates payments of vacation leave for persons who resign or retire and sends the salary cards to Internal Audit;
- 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;
- Responds to queries with respect to salaries form both internal and external customers on a daily basis;
- Performs other related duties assigned by the Payroll Supervisor.

**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**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Human Resource Management	Salary information, clarification
Staff	Respond to queries
Internal Auditors	Provide information

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
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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	Provide 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**

Knowledge of:

- The Financial Administrative and Audit (FAA) Act
- The Government of Jamaica staff policies and practices
- Relevant computer systems and applications (Microsoft Office Suite, Bizpay, FinMan, etc.)

**Minimum Required Education And Experience**

- Associate Degree Accounting or equivalent
- OR**
- Certificate CAT 1
- OR**
- Government Accounting 1

**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