



*Houses of Parliament
Jamaica*

Gordon House, 81 Duke Street, Kingston, Jamaica

Tel.: (876) 922-0200 ***Fax:*** (876) 967-1708

Email: clerk@japarliament.gov.jm

Website: <http://www.japarliament.gov.jm>

PAYROLL OFFICER

Applications are invited from suitably qualified persons for the post of **Payroll Officer (FMG/AT 2) (vacant)** at the **Houses of Parliament**. The salary range is \$953,768-\$1,133,731 per annum and any allowance(s) attached to the post.

JOB PURPOSE

Reporting to the Accounts Payable and Payroll Manager, the incumbent will be directly responsible for the preparation and payment of salaries and deductions.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Directly responsible for payroll in respect of Parliamentarians, temporary and permanent staff members, Constituency Secretaries and Chauffeurs;
- Ensures that all relevant information in connection with the payment of salaries is properly entered into the payroll system and updated on the payroll card. This includes:
 - salary particulars in respect of new employees
 - new appointments, promotions and acting appointments
 - details of deductions to be made from salary
 - Incremental date(s)
 - transfers, resignation, dismissals, study leave, vacation leave and date of resumption
- Prepares monthly payroll reports and salary payment vouchers;
- Checks and ensures that salary is correctly computed by the system and any differences/errors identified are promptly corrected;
- Ensures that all source documents are noted and placed on file for retrieval;
- Checks and verifies that all statutory deductions and other authorised deductions are made and promptly remitted to the relevant agency;
- Prepares all travelling vouchers for employees;
- Updates travel register.

REQUIRED COMPETENCIES

- Excellent planning and organising skills
- Excellent communication skills
- Good team building skills
- Excellent analytical and judgment skills
- Knowledge of the Government Accounting system including FinMan would be an asset

QUALIFICATION AND EXPERIENCE

- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or Bachelor in Business Administration at a recognised University or;
- AAT Level 2 or;
- ACCA-Cat Level B or;
- Certificate in Accounting from a recognised University or;
- Government Accounting Level 2 Modules 1-5 or;
- Associate Degree in Accounting from Management Institute for National Development (MIND) or from a recognised University.

Applications accompanied by résumés should be submitted **no later than Friday, January 28, 2022 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Please note that only short listed applicants will be contacted.