



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 532
OSC Ref. C.6555¹⁴

6th December, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Payroll Officer (FMG/AT 2) – (Not Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum and any allowance(s) attached to the post.
2. **Collections and Disbursement (FMG/AT 1) – (Not Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum and any allowance(s) attached to the post.

1. **Payroll Officer (FMG/AT 2)**

Job Purpose

Under the direct supervision of the Manager Payroll (FMG/PA 1), the Payroll Officer is responsible for the control and payment of fortnightly paid staff.

Key Responsibilities

To ensure the timely and accurate preparation of the Fortnightly Payroll assigned:
Salary Computation:

- Directly responsible for the fortnightly;
- Assists in the preparation of the payroll ensuring all relevant information in connection with the payment of salaries are properly entered on the Payroll System;
- Checks and ensures that salary is correctly computed and any differences/errors;
- Ensures that advances and overpayments of salaries are promptly recovered;
- Prepares Leave Certificate (P45) and Last Pay Certificate (P24);
- Prepares payment/lodgement vouchers;
- Maintains and balances salary Control Register for each payroll run.

Deductions and Returns:

- Checks and verifies that statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, NIS and NHT are made promptly after the end of the year.

Others:

- Assists in the preparation of the Personnel Emolument Budget by providing salary particulars on each staff member;
- Provides letters to employees or Organizations on behalf of employees regarding salary payable, NHT contributions, Income Tax, etc.;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Knowledge of the FAA Act
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting

- Ability to use Microsoft Office applications namely Word, Excel, Outlook
- Knowledge of relevant payroll software and other applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ's Payment Process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting
- Certificate in Accounting from an accredited University;
- Completion of 2nd year of the B.Sc Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- A. Sc Degree in Business Studies/ Business Administration/Management Studies;
- A. Sc Degree in Accounting from the Management Institute for National Development;
- Certificate in Government Accounting Level 2.

2. Collections and Disbursement (FMG/AT 1)

Job Purpose

Under the direction of the Manager, Accounts Payable, the incumbent is responsible for the collection and lodgement of public monies, and for the maintenance of Petty Cash Imprest.

Key Responsibilities

Management/Administrative:

To collect funds, issue receipts and make lodgements

- Prepares and issues receipts for cash and cheques collected ensuring that amounts received are correct and receipt is properly drawn;
- Lodges promptly, amounts received to the relevant bank account;
- Records all receipts drawn in the Receipt Cash Book;
- Posts and balances Receipts Cash Book on a daily basis;
- Prepares and submits summary of Miscellaneous Revenue lodgement to the Accountant General's Department when funds are lodged.

To maintain the Value Book

- Receives cash and/or cheques along with covering memo from the Registry and verifies correctness of entry in the Value Book. and official issue receipts where necessary;
- Maintains Value Book by recording official receipt numbers against each entry or any other action taken.

To Maintain Petty Cash Imprest

- Maintains Petty Cash Imprest by making authorized Petty Cash payments;
- Makes periodic reimbursement of Petty Cash to ensure adequate Petty Cash float;
- Prepares AIA Expenditure Credit and Advance Recovery Report.

Technical/Professional:

- Posts to the Accounting System the details of all receipts and lodgement on a daily basis;
- Inserts details of each individual data on the Accounting System;
- Generates list (s) of the posted receipts, reconcile with the Receipt Cash Book and submit listing to the Final Accounts' supervisor for certification and authorisation;
- Prepares receipt and lodgement Journal Vouchers and post to the Accounting System.

Required Knowledge, Skills and Competencies

- Good team skills
- Excellent interpersonal skills
- Attention to detail
- Ability to work under pressure

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA- CAT Level 1; **or**

- Certificate in Public Administration/Management Studies (UWI); **or**
- Diploma in Business Administration from a Community College; **or**
- NVQ-J Level 1 in Accounting; **or**
- Certificate in Accounting from a recognized university; **or**
- Certificate in Government Accounting Level 1; **or**
- Completion of the first year of the BSc Degree in Accounting/Management Studies with Accounting or BBA Degree of an accredited University; **or**
- Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Monday, 19th December, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**