



*Houses of Parliament*

*Jamaica*

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## **SENIOR PAYROLL OFFICER PAY BAND 5 (FMG/AT 3)**

Applications are invited from suitably qualified persons for the post of **Senior Payroll Officer Pay Band 5 (FMG/AT 3) (not vacant)** at the **Houses of Parliament**. The salary range is \$2,190,302- \$2,945,712 per annum.

### **SCOPE OF DUTIES**

Under the direct supervision of the Accounts Payable and Payroll Manager, the Senior Payroll Officer has the responsibility for managing/maintaining the integrity of the payroll, reconciling with the Government Financial Management System (GFMS). The incumbent is responsible for the preparation and execution of the payroll for Members of Parliament, Cabinet Ministers, Constituency Secretaries, Chauffeurs and Temporary Employees.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Technical/Professional Responsibilities**

- Prepares monthly payrolls and processes to the stage of uploading to BizPay and the Government Financial Management System.
- Checks the first run of the payroll assigned to, and prepared by, the Payroll Officer.
- Processes issuance and acquittal of employee advances.
- Ensures that advances and overpayments of salaries are promptly recovered.
- Manages employee advance receivables.
- Prepares regular reports on advances and allowances outstanding.
- Prepares monthly reconciliation reports for all payments from the payroll system to the Government Financial Management System.
- Liaises and assist internal or external auditors as required.

#### **Management and Administrative**

- Manage service delivery standards in the payroll. This includes:
  - Ensuring that the public financial legislation, tax laws and related financial management procedures and policies are adhered to in the performance of duties and in delivering services.
  - Managing staff and performance to ensure that staff is fully utilised to obtain

optimal productivity.

- Work with the Principal Finance Officer and Accounts Payable and Payroll Manager to monitor and evaluate financial policies and strategies that impact the delivery of the services as it relates to payroll, advances and allowances.
- Provide impartial, accurate and timely advice to the Accounts Payable and Payroll Manager on financial and other changes in tax policy matters affecting employees.

### **Human Resource Management**

- Supervise the duties of the Payroll Officer by:
  - Assigning work schedules and making recommendations for the amendment of job descriptions as required.
  - Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed.
  - Managing the performance and progress of staff in the execution of assigned duties.
  - Fostering teamwork, a harmonious working environment and promotes collaborative working across the section.
  - Identifies training/development needs of staff supervised and makes recommendations as required.
  - Recommends leave for staff supervised in keeping with established HR policies.
  - Ensuring that staff is aware of, and adhere to the policies, procedures and regulations of the department.
  - Assessing performance by conducting performance evaluation exercises as required.

### **Other Responsibilities**

- Performs any other related duties that may be assigned from time to time.

### **REQUIRED COMPETENCIES**

- Excellent analytical and judgment skills
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Must be able to work under pressure and within strict deadlines
- Excellent teambuilding skills
- Good organisational skills
- Proficiency in Microsoft Office Suite

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- AAT Level 3 or;
- ACCA- CAT Level C or/Level 3 or;
- ACCA Level 1; or
- Diploma in Accounting from an accredited university or Community College or;

- Associate Degree in Business Studies/Business Administration from an accredited tertiary institution; or
- Associate Degree in Accounting from the Management Institute for National Development (MIND) or;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 & 3; or
- Bachelor of Science Degree in Accounting or Management Studies with Accounting or;
- BBA or;
- Successful completion of three (3) years of any of the Bachelor's Degree programme.

Application accompanied by resume should be submitted no later than **Friday, September 27, 2024** to:

Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston  
**Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.gov.jm)**

Please note that only short listed applicants will be contacted.