

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Payroll Officer**

##### **Job Summary**

The Payroll Officer is accountable to the Chief Accountant for the achievement of the effective and efficient payroll processing, remittance of statutory deductions and government reporting as well as preparing payroll statements in order that the Entity achieves its Mission and Vision in a sustainable manner.

##### **Major Responsibilities**

1. Contributes to the Strategic Planning process for the Finance & Accounts Division; resulting in the annual Division's Strategic Plan and Budget aligned to the Integrity Commission's Strategic Plan.
2. Annually updates individual Job Accountabilities and Performance Targets; ensuring alignment to the Integrity Commission's Strategic Plan.
3. Develops, in conjunction with the Chief Accountant, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Ensures the operation of an effective and efficient payroll system.
5. Computes employees' salaries and related statutory deductions.
6. Calculates employment separation payments as required.
7. Communicates with employees re: payroll matters or queries relating to their salaries/entitlements.
8. Ensures that advances and overpayment of salaries are promptly recovered.
9. Maintains and balance Salary Control Register for each payroll run.
10. Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly.
11. Ensures that annual returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year.
12. Maintains Petty Cash Imprest, making authorized petty cash payments and obtain petty cash reimbursements when necessary.
13. Provides accurate reports on statutory deductions paid to the relevant government entities.
14. Maintains the Payroll Sub-ledger and reconcile the sub-ledgers with the General Ledger.

15. Maintains payroll and accounting records in accordance with approved accounting standards.
16. Prepares annual staff establishment budget, in conjunction with the Chief Accountant.
17. Undertakes any other responsibilities or tasks which may be assigned from time to time by the Chief Accountant or the Director, Finance & Accounts.
18. Contributes to the preparation of the Finance & Accounts Division's monthly performance report and attends the monthly department meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
19. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director or Chief Accountant.

### **Minimum Required Qualifications and Experience**

- ACCA Level 1 or CAT or AAT Certification (FINAL) or any equivalent accounting/management professional qualification plus at least one (1) year experience in Government Accounting.

OR

- Associate Degree in Accounting or Business Administration from a recognised institution plus at least five (5) years' experience in Government Accounting and Payroll.

### **Other Desirable Qualifications & Experience that would be an asset**

- Certification in Government Accounting

### **Desired Skills & Competencies**

- Proficiency in the use of computer application, and accounting software.
- Identifies relevant information and helps transform the information into individual and organizational knowledge and learning.
- Translates broad goals into achievable steps.
- A high level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision. Consistently displays integrity, model behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.

## **Specific Knowledge**

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Knowledge of the FAA Act; the IFRS; the IAS; and PBMA Act.

## **Working Conditions**

- Typical office environment.
- Regular and scheduled hours.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$1,138,353.00 - \$1,353,144.00 per annum

## **GENERAL**

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

## **STATUTORY DECLARATION OF ASSETS**

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

**Friday, August 20, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
PIOJ Building, 1<sup>st</sup> Floor  
16 Oxford Road  
Kingston 5

**Or email: [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)**

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**

**Please be advised that the successful candidate will be subjected to background checks.**