



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **PAYROLL OFFICER (FMG/AT 2)** in the Payroll Branch, Finance and Accounts Division with salary ranging from **\$1,711,060 – \$2,301,186 per annum**.

JOB PURPOSE

The incumbent is responsible for the preparation of the salary controls for payroll of the Department of Correctional Services. Preparation of allowances payable to Correctional Officers and civilian staff in accordance with Government guidelines.

KEY RESPONSIBILITIES

Technical/Professional Responsibilities:

- Calculates and prepares payroll with accuracy;
- Inserts monthly and fortnightly salary details on the Turbo Pay;
- Checks and ensure accuracy of the interim payroll details;
- Adjusts payroll as per changes in employment status and or other GOJ instructions;
- Inserts payments on FINMAN all vouchers related to allowances not paid on the payroll system;
- Prepares NHT/NIS payment database;
- Investigates and responds to queries regarding payroll issues;
- Co-signs NHT and NIS Letters.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of the FAA Act and other government accounting guidelines;
- Knowledge of Accounting Procedures and GOJ Chart of Accounts;
- Knowledge of the Procurement Guidelines;
- Good knowledge of GOJ and Ministry's Policies and Procedures;
- Knowledge of Internal Controls;
- Knowledge of Payroll processing;
- Skill in operating computerized accounting systems (GFMS).

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- AAT Level 2;
- ACCA CAT Level B Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from a n accredited University;
- Completion of second year of the B Sc. Degree in Accounting/ Management Studies with Accounting or BBA Degree at a n accredited University;
- ASc. Degree in Business Studies/ Business Administration /Management;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working condition; no adverse working condition

Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

Senior Director, Human Resource Management and Administration

**Department of Correctional Services
5-7 King Street,
Kingston**

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.