



## 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 TECHNICIAN (FMG/AT 1)** 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 and printing of payroll for monthly or fortnightly staff and assist with the preparation of annual returns.

#### **KEY RESPONSIBILITIES**

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

- Enters payroll information for managers, monthly and fortnightly staff on turbo pay;
- Filing adjustment correspondence in the relevant salary information file;
- Prepare salary controls and update travel registers;
- Preparing monthly remittances for upload;
- Printing payrolls for fortnightly and/or monthly staff;
- Assists with the preparation of statutory and deduction payment vouchers and annual returns;
- Calculates and prepares payroll with accuracy;
- Checks and ensure accuracy of the interim payroll details;
- Investigates and responds to queries regarding payroll issues.

#### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Knowledge of the FAA Act and other associated accounting guidelines;
- Knowledge of Accounting Procedures and GOJ Chart of Accounts;
- 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 1;
- ACCA-CAT Level 1/Level A;
- Certificate in Public Administration, UWI;
- Certificate in Management Studies, UWI;
- Diploma in Business Administration/Studies from a Community College;
- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University;
- Certificate in Government Accounting Level 1;
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of the ASc. Degree in Accounting/Business Administration/ Business Studies from an accredited tertiary institution.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work is generally sedentary in nature but may require standing and walking for up to 10% of the time.
- General office environment with standard office equipment available.
- The working environment is generally favorable.

- Working in a high-risk environment.

---

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.**