



## **NORTH-EAST REGIONAL HEALTH AUTHORITY PAYROLL OFFICER (FMG/AT 2)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Port Maria Hospital**.

**Payroll Officer (FMG/AT 2 – Band 4) - VACANT**  
(Salary range \$1,711,060 – 2,301,186 per annum)

### **Summary**

Reporting to the **Accountant** the incumbent will be responsible for carrying out accounting functions including payroll preparation and providing support to the payroll staff to ensure that payroll and other related functions are completed on a timely basis.

### **Minimum Required Qualification and Experience:**

- Certificate in Accounting or Management or Business Administration from a recognized institution: OR
- AAT Level 2: OR
- ACCA-CAT Level 2: OR
- NVQ-J Level 2 Accounting OR:
- Associate Degree in Accounting OR:
- Certificate in Government Accounting Level 2
- Two (2) years' experience in the related field.

### **Specific Knowledge, Skills & Abilities:**

- Salary computing are in keeping with established standards and financial regulations.
- Input data on payroll template in keeping with required standards.
- Monthly payroll is accurate and in compliance with established standards and financial regulations.
- Payroll records, files and registers are accurate and properly secured.
- Deduction listings reconciled on a timely basis.

### **Key responsibilities will include but not limited:**

- Computing salary payment for monthly paid staff, ensuring that all relevant changes/information in connection with each employee salary and/or allowances are accurately recorded in the salary book.
- Inputting salary and allowance data for monthly paid staff on the computer-based payroll template.
- Inputting adjustment to deductions for monthly paid staff on the computer-based deduction schedule.
- Balancing the payroll summary template for the monthly payrolls;
- Checking the correctness and accuracy of payrolls for submission to the Accountant.
- Maintaining payroll records, registers files etc. in keeping with established standards.
- Researching annual returns information for past and present employees;
- Computing arrears for salaries and allowances, salary advance and other salary computation.
- Verifying salary for Human Resource Department.

Applications accompanied by resume should be submitted no later than **Wednesday, 2026 September 30** to:

**Director, Human Resource Management & Development**  
**North-East Regional Health Authority,**  
**34-38 Ocean Village Shopping Centre,**  
**Ocho Rios, St. Ann,**  
**E-mail: [jobs@nerha.gov.jm](mailto:jobs@nerha.gov.jm)**

**PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

**ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**