

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

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and 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 position of **Payroll Officer (Monthly)** at the **Port Maria Hospital and St. Mary Health Department**.

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.

Qualifications & 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 Required:

- 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 along with detailed resume should be submitted no later than **Friday, 2026 February 20** to:

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$1,711,060 – 2,301,186 per annum.

**The 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 or Fax: (876) 795-2747

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED
APPLICANTS WILL BE ACKNOWLEDGED.**