



NORTH-EAST REGIONAL HEALTH AUTHORITY

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 following position at the **Portland Health Department**:

PAYROLL OFFICER (MONTHLY) (FMG/AT 2)

Summary:

Reporting to the **Accountant** the incumbent is responsible for the preparation of the monthly salaries and maintains proper record keeping in accordance with the relevant Acts and policy guidelines.

Qualifications & Experience:

- Certificate in Accounting or Management or Business Administration from a recognized institution: OR
- AAT Level 2: OR
- ACCA-CAT Level 2: OR
- Certificates in Accounting from a recognized institution 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.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$953,768 – 1,133,731 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07**
to:

**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.**