

Job Description

Job Title: Payroll Officer – Pensions

Job Level: FMG/AT 3

Department: The Accountant General's Department – A Department of the Ministry of Finance & Public Service

Reports to: Senior Payroll Officer - Pensions

Direct Reports: N/A

This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

1. STRATEGIC OBJECTIVES:

The Financial Operations Division is responsible for revenue management; budget execution; pensioner's payroll and centralized salary payments. The Division undertakes all functions of the Central Treasury Management with regards to receipt, payment, and reporting. It performs the role of manager of the Central Payment Account (CPA) and other bank accounts of the Government. It executes an efficient receipt and payment system. This division ensures that centralized disbursements of payments from the Consolidated Fund under the authority of Warrants, including pension payments and salaries, are executed accurately and timely. Disbursements also include payments from extra-budgetary funds.

This division also has responsibility for revenue management and compliance as per section 15 of the FAA Act, ensuring that all receipts/revenue due to the Government are deposited to the designated accounts in a timely and efficient manner.

2. JOB PURPOSE:

The Payroll Officer - Pensions supports the processing of pension payments from the Consolidated Fund to public sector pensioners.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Process and effect the payment of monthly pensions to eligible Government Pensioners;
- Facilitate the deduction and remittance of contributions to the Government's Health Insurance Scheme Administrators;
- Comply with financial regulations and standards in effecting pension payments.

3. KEY OUTPUTS:

- Monthly pension payments are made and deductions remitted;
- Eligible Government pensioners' Health Insurance deduction authorizations are processed and contributions kept current;
- Health Insurance Scheme Administrators are provided with accurate and current data for all pensioners;
- The Pension Payroll Register and Pay Calculation Exception report are prepared • Payment cards are updated and pension payments dispatched;
- Compliance with Government accounting standards, FAA Act, and relevant circulars.

4. KEY RESPONSIBILITIES:

Technical

- Prepares data for the editing and processing of payment cards in respect of monthly pensions for government/public sector pensioners;
- Verifies accuracy of pension payment against pensioner's file/records;
- Processes all requisite changes e.g. to pension amounts, banking information, change of address, change of names or agent etc.;
- Updates pensioners' payment cards in relation to restoration of full pension, health insurance, Civil Service Family Benefits Scheme, and Income Tax deductions;
- Checks payment cards audit trail for accuracy and submits to Supervisor for verification;
- Resumes payments that have been suspended once valid Life Certificates are received;
- Calculates balance of pension in respect of deceased pensioners in order to make payment to Estate;
- Submits files to the Supervisor for checking and certification;
- Calculates increase due to pensioners based on circular received from the Ministry of Finance & the Public Service;
- Prepares refunds of contribution to the Civil Service Family Benefit Scheme for pensioners whose contributions were deducted beyond the cessation dates • Recovers overpayment of salaries or pensions and remits accordingly;
- Examines the death announcements in the newspaper for deceased pensioners • Receives and packages cheques;
- Reconciles cheques with Post Office listing and notes any cheques to be held, and packages for dispatch to the Post Office;
- Prepares monthly summary to facilitate the cash transfers and adjustments;
- Conducts monthly control to reflect changes made for the month whether by the resumption of suspended payments or termination of payment for deceased pensioners to ensure balance;
- Submits returned cheques for deceased pensioners, for lodgment to the relevant bank account;
- Requests that cheques lodged to Treasury Deposits be re-issued once pensioners' accounts or status have been verified;
- Files all cards used in the preparation of the payroll once the control is done;
- Verifies pensioners' personal data e.g. (date of birth and address) • Ensures that information keyed by the Data Centre are correct;
- Submits monthly summary to the Senior Payroll Officer;
- Posts payments on the Financial Management Information System • Checks list prior to dispatching to healthcare provider;
- Mails cheque along with Listing to the Health Insurance Administrator • Assists in dispatching monthly payroll for pensioners.

Any Other Duties

Any other related duty that may be assigned from time to time

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Pension payments are accurate and submitted within stipulated timeframe;
- Eligible Government pensioners are enrolled on the health insurance scheme and their contributions are current;
- Health Providers have accurate and current pensioner data at all times;
- The Payroll Register and Pay Calculation Exception Report are prepared and the audit trail is created within established standards and stipulated timeframe;
- Monthly pensions are paid and deductions remitted accurately and within stipulated timeframe;
- There is full compliance with Government accounting standards and the FAA Act;
- Pensioner payments, queries and complaints are satisfactorily addressed in accordance with the Department's Customer Service Charter.

6. REQUIREMENTS FOR THIS JOB:

a. Minimum Qualification and Training

- AAT Level 3; ACCA-CAT Level C/Level 3; ACCA Level 1; NVQJ Level 3, Accounting; Diploma in Accounting from an accredited University or Community College; ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; ASc. Degree in Accounting, MIND; Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; BSc. Degree in Accounting or Management Studies with Accounting; BBA Degree; or Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above

b. Essential Experience and Knowledge:

- At least three (3) years working in the field of Accounting;
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of payroll accounting;
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act.

Desirable:

- Public sector experience
- Knowledge of public treasury operations

c. Competencies

The incumbent of this post is expected to possess the following competencies for the effective performance of this job.

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Accuracy and attention to detail**
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Ability to work effectively under pressure**
- **Collaboration and Team Work:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face
- **Integrity:** The ability to consistent demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility;
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department in a consistent, effective and efficient manner

5

7. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands – Required to meet numerous critical deadlines from time to time

Work Environment - Normal office conditions

6