

Job Description

Job Title:	Payroll Officer - Salary
Job Level:	FMG/AT 3
Department:	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
Reports to:	Senior Payroll Officer
Direct Reports:	N/A

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 Treasury Single Account (TSA) 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:

Reporting to the Senior Payroll Officer – Salaries, the Payroll Officer processes the payroll to effect payment of salaries and the related statutory and other deductions for public sector employees, in accordance with the Staff Order, FAA Act and other stipulated guidelines. The incumbent prepares the relevant data for the processing of salaries and deductions.

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

- Process payroll and effect payment of salaries, deductions, and annual returns for Public Sector employees;
- Prepare data for the processing of salaries;
- Record individual deductions and prepare annual returns for weekly and monthly paid employees;
- Maintain salary on-and-off controls.

3. KEY OUTPUTS:

- Payroll Register prepared and maintained;
- Centralized payment of salaries and the relevant deductions for public sector employees;
- Centralized payment of statutory and personal deductions, and annual returns for public sector employees processed for remittance;
- Requisite Payroll Reports prepared and submitted, and reconciled – e.g. pay calculation, payroll summary, earning summary, payroll register summary, statutory deduction, and increment list;
- Salary control register maintained;
- Compliance with Financial Regulations and standards.

4. KEY RESPONSIBILITIES:

Technical

- Cross checks the Human Capital Management Enterprise System (HCMES) and related correspondence/source data uploaded by respective MDAs, and makes the necessary adjustments including additions and deletions for a particular month, as a result of appointments, acting arrangements, resignations, transfers etc.
- Checks and reviews the previous month's payroll register for MDAs against the current month ensuring that differences are accounted for;
- Inputs all manual calculations and changes for prior pay periods on the Payroll System;
- Liaises with MDAs Control and HR Officers, and other financial institutions re discrepancies in respect of salaries and personal deductions Makes necessary manual calculations for amounts payable for prior periods for input- on the Payroll System;
- Makes appropriate entries and checks for short and overpayments of salaries;
- Updates payee statutory records (P45) on the Payroll System;
- Maintains continuous record of deduction particulars of each payee;
- Balances payroll and adjusts monthly and fortnightly summary sheets;
- Make adjustments or corrections if necessary after 'closed period' according to authorized procedures and updates the payroll system;
- Notes any discrepancies for adjustments to be made in the following month.
- Verifies information on pay calculation and statutory reports;
- Investigates queries in respect of the calculation of salary for the respective MDAs, and reports;

- Submits copies of pay sheets, signing sheets and all other reports to the respective MDAs;
- Prepares and submits annual returns to the respective institutions;
- Maintains salary on-and-off control register for fortnightly and monthly paid employees;
- Prepares requisite salary reports, statements for existing and past employees (e.g. P45, NHT contribution, Civil Service Family Benefit Contribution, etc), upon request.

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:

- The Payroll Register is maintained in keeping with the FAA Act and other stipulated guidelines/standards, and is current;
- Public sector employees' salaries, and related deductions, are accurate and paid within the stipulated time frame in accordance with GoJ guidelines and the FAA Act;
- Centralized payment of statutory and personal deductions, and annual returns for public sector employees processed accurately, completely and remitted within stipulated time frame;
- Requisite Financial (Payroll) Reports are accurate, meet required standards, are reconciled, and are submitted within the stipulated timeframe;
- Salary on and off control register current and accurate;
- Compliance with Financial Regulations and Standards.

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 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.

7. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

Work Environment - Normal office conditions