



**The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security, hereby invites applications from suitably qualified individuals to fill the following position:**

## **PAYROLL OFFICER (BAND 5) – KINGSTON**

**Salary: \$2,190,302 per annum**

### **Job Purpose**

To administer employee compensation in accordance with stipulated salary scales, making all statutory deductions and ensuring statutory returns are made on behalf of the Authority's Kingston and Regional Offices. Collection and lodgment of all monies, the dispatch of cheques and the preparation of bank reconciliation statements.

### **Key Outputs**

- Payroll accounts prepared.
- Record of statutory deductions processed.
- Employee pay slips produced and distributed
- Monies collected, receipt issued, and funds lodged
- Cheques dispatched to payees
- Cash book maintained

### **Key Responsibility Areas:**

#### **Technical/Professional Responsibilities**

- Prepare payroll for the Authority's staff as advised.
- Process cheque payments in accordance with the Authority's policies and procedures.
- Compile voluntary staff deductions and remit it to financial institutions,
- Ensure that statutory deductions are processed and submitted to the relevant agencies to meet the agreed deadlines.
- Examine correspondence for changes to employee's compensation data prior to the preparation of the payroll.
- Verify rates for statutory deductions and concur with Accountant.
- Liaise with the Human Resource Department to determine accuracy of remuneration for staff.
- Advise on payroll queries.
- Update payroll records with any changes in remuneration scheme and statutory deductions.
- Inform employees where payroll related queries are made.
- Distribute employee pay slips.

### **Performance Standards**

- Policies and procedures governing salary administration and statutory returns are adhered to.
- Payroll calculations are accurate.
- Payroll deadlines are observed.
- Confidentiality and integrity are exercised.

### **Core Competencies:**

- Excellent knowledge of payroll, policies and procedures.
- Good knowledge of relevant computer applications including spreadsheet packages.
- Working knowledge of financial accounting and accounting principles and practices
- Working knowledge of relevant public sector accounts
- Good time management skills.
- Good communication skills.

### **Minimum Required Education and Experience**

- Accounting Diploma, ACCA Level 1, CAT Level 3 or
- Certificate in Government Accounting
- Two years experience in Payroll

Applications accompanied by resumes should be submitted  
to

**The Manager,  
Human Resource Management & Development  
Firearm Licensing Authority  
91A Old Hope Road, Kingston 6  
or**

**[hrd@fla.gov.jm](mailto:hrd@fla.gov.jm)**

**ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.  
PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**