

**Child Protection and Family Services Agency  
 Ministry of Education, Youth & Information  
 JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE</b>	Payroll Supervisor
<b>JOB GRADE</b>	Level 8
<b>POST NUMBER</b>	
<b>DIVISION</b>	Finance & Administration
<b>REPORTS TO</b>	Manager, Financial Reporting
<b>DIRECT REPORTS</b>	Accounting Technician - Payroll

This document 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.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager/Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of Department/Division**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date received in Human Resource Division**

\_\_\_\_\_  
**Date Created/Revised**

## JOB PURPOSE

The Payroll Supervisor is responsible for overseeing the accurate and timely processing of payroll for all employees, ensuring compliance with organizational policies, labor laws, and regulatory requirements. This role involves supervising payroll staff, managing payroll systems, and maintaining accurate payroll records. The Payroll Supervisor plays a critical role in ensuring employees are paid correctly and on time, resolving payroll-related issues, and implementing process improvements to enhance efficiency and accuracy. Additionally, the Payroll Supervisor ensures confidentiality, compliance, and adherence to best practices in payroll management.

## KEY OUTPUTS

- Payroll checked
- Payroll approved by HR
- PAYE and Ed Taxes paid and receipts collected
- Payroll account funded
- SO1 prepared
- Annual returns prepared
- All payments made
- Statutory deductions dispatched
- Filing system
- Monthly Journals checked and processed
- Performance appraisals completed

## JOB RESPONSIBILITIES

1. Participate in development and implementation of the Division's operation and individual work plans
2. Oversee the end-to-end payroll process, ensuring timely and accurate preparation and disbursement of employee salaries, wages, and benefits.
3. Check and address matters relating to payroll
4. Ensure the input of new employees on the payroll system
5. Check the recording and calculating of acting, appointments, promotion, family benefit, seniority allowance, qualification allowance, vacation leave, study leave and salary in lieu of leave for correctness
6. Check for accuracy of computations and data entry for overtime and shift premium; Travel, supper and taxi claims
7. Ensure that all payroll instructions received from the Human Resources department are processed
8. Liaise with Corporate Services Division regarding queries, and/or verification to employees' emoluments
9. Ensure the processing of vacation leave, maternity leave, no pay leave and employees' resumption
10. Check calculation and authorize payment of annual increments accordingly

11. Supervise the process of dispatching of payroll, personal and statutory deduction payments
12. Calculate and prepare gratuity for persons paid on contractual basis
13. Supervise the preparation of monthly journals for salary and allowances, as well as Education and Income Tax
14. Oversee the preparation of monthly Health Insurance summary for submission to the Ministry of Finance and the Public Service
15. Prepare statutory reports for MoFP
16. Prepare cash request reports to the Accountant General
17. Prepare ad hoc reports as requested by the MOFP
18. Ensure the timely preparation of family benefits and pension statements on request
19. Ensure balancing of wage bill to include contract, temporary and permanent workers
20. Monitor preparation of payment vouchers for salaries and related expenses
21. Balance statutory deductions and prepare annual returns
22. Reconcile salary payables and deduction payable accounts on a monthly basis
23. Prepare audit schedule for salary payables, deduction payables and pension
24. Ensure that Education Tax and PAYE payments are paid at MoFP and receipts collected at the TAAJ.
25. Liaise with the Accountant General to ensure funding of the payroll account
26. Provide information for both internal and external Auditors, as well as for staff
27. Manage the performance and development of direct reports in the Unit through the preparation of performance appraisals and recommendation of training and development programmes
28. Recommend disciplinary action be taken against direct reports when necessary
29. Ensure maintenance of confidentiality and trusting relationships in accordance with the mandate of the Agency
30. Perform other related duties assigned from time to time

<b>PERFORMANCE CRITERIA</b>
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- Duties performed are in keeping with the requirements of the FAA Act, HR manual and GoJ Staff Orders, and circulars issues by the MoFP
- Key deliverables are produced within agreed timeframes and to required standards
- Payroll is processed accurately and on schedule for all pay periods
- Accurate payroll data is maintained
- Payroll is generated within established deadline
- Statutory payments and other deductions prepared accurately and within established deadline
- Payroll registers updated accurately and within established deadlines
- Files (electron and manual) are kept current
- Payroll team members are effectively supervised, with clear task delegation and performance monitoring
- Accurate payroll reports are prepared and delivered on time Director FMAS
- All payroll data is handled with strict adherence to confidentiality and data protection policies
- Integrity is maintained

### JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Perform complex and repetitive tasks
- Maintain a fast work pace and high volume work load

### QUALIFICATION & EXPERIENCE

- ACCA Level 2/B.Sc. in Management Studies or Accounting
- Successful completion of Government Accounting Level 3
- Minimum of four (4) years' experience in the Accounting field

OR

Any equivalent combination of education and experience

### REQUIRED COMPETENCIES

- Knowledge of FAA Act, Staff Orders, circulars issued by the MoFP and the Agency's HR policies and procedures
- Knowledge of the Executive Agencies Act
- Good knowledge of financial and accounting principles and practices
- Working knowledge of accounting transaction processing in payroll, accounts payable, general accounting or cash and bank reconciliation areas
- Must display high level of integrity and professionalism
- Must have a keen eye for details
- Excellent knowledge of the relevant payroll package and working knowledge of the relevant accounting package
- Excellent working knowledge of Microsoft Office Suite, especially Microsoft Excel and Word
- Good analytical and problem solving skills
- Good interpersonal and communication skills
- Ability to prioritize and organize work
- Working knowledge of accounting systems would be an asset

### WORK RELATIONSHIPS

#### Internally

Employees  
Internal Auditor

#### Externally

Ministry of Finance & Public Service  
External Auditors  
Accountant General  
Statutory bodies (NHT, NIS, Collector of Taxes)

### SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work outside normal working hours as necessary to process high transaction volumes and meet Statutory and other critical deadlines