



## **NATIONAL LIBRARY OF JAMAICA**

Invites applications from suitably qualified persons to fill the position of **Accounting Technician/Payroll Officer (FMG/AT2)** – 1 year effective February 1, 2018

### **KEY RESPONSIBILITY AREAS**

1. Calculates and prepares all monthly and fortnightly salary and related payments
2. Facilitates pension payments
3. Checks and addresses matters received relating to payroll
4. Inputs new employees and/or information on the payroll system
5. Prepares monthly payroll journals for salary and allowances
6. Prepares monthly Health Insurance summary for submission
7. Prepares salary related statements, forms and letters
8. Prepares monthly and annual statutory returns
9. Prepares employees' pay register and advice
10. Maintains an efficient filing system for all payroll related matters

### **REQUIRED SKILLS AND COMPETENCIES**

1. Good oral and written communication
2. Teamwork & Cooperation
3. Customer and Quality Focus
4. Attention to detail
5. Sound knowledge of accounting principles and practices
6. Knowledge of the Financial Administration and Audit (FAA) Act
7. Proficient in the use of relevant computer systems and applications

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- AAT Level 2; or ACCA-CAT Level 2; or
- Certificate in Government Accounting Level 2, Modules 1-5, MIND or;
- Associate of Science Degree in Accounting,
- Two (2) years related work experience

**Salary Scale: \$784,147 – \$932,105 per annum.**

Interested persons may submit applications no later than **Friday February 9, 2018** to:  
Director, HRM & Administration  
National Library of Jamaica  
12 East Street, Kingston; Email: [nljhrm@cwjamaica.com](mailto:nljhrm@cwjamaica.com)

**We appreciate all responses, however only shortlisted candidates will be contacted**