



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

BSJ Bureau of
Standards
Jamaica

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

Payroll Officer
Finance & Accounting Division
Pay Scale: \$3,501,526, - \$4,709,163

Reporting Relations:

Reports to: Director, Finance and Accounts Division

Supervises:

1. Payroll Clerk

Summary of Position:

Prepares and effects the timely and accurate payment of compensation and any deductions thereof.

Major Duties and Responsibilities:

- Record and verify directives received from Human Resource Management and Development Branch by analyzing details, bearing in mind the Conditions of Service and Ministry circular(s) and any other related documents
- Prepare Summary Sheets of Adjustments and off-cycle computation for input to the electronic Payroll system for Monthly paid staff
- Execute the monthly payroll ensuring output is complete and accurate before submitting to supervisor for approval
- Prepare Payment Vouchers and Schedules to facilitate payment of staff via cheque where salary is not sent to the bank
- Upload of Bank Lodgment listing to facilitate the lodgment of salaries to employees' accounts.
- Prepare monthly Payment Vouchers for the preparation of cheques to statutory and beneficiary institution of payroll deductions and dispatch cheques
- Check calculation of off-cycle Fortnightly computation prepared by Payroll Clerk and submit it to Chief Accountant for approval
- Receive, check and incorporate Fortnightly information into Monthly payroll
- Prepare /Check monthly journal entries to ensure accounting software reflects compensation paid through payroll software, which are reconciled on an annual basis to the payroll and accounting software

- Collate and submit details of previous six (6) months of receipts (with listing) for payment of statutory deduction to Chief Accountant in order to renew expired TCC
- Prepare, reconcile and dispatch Statutory Annual Returns.

Minimum Educational Requirements:

- Bachelor's degree in Accounting or Finance OR
- Diploma in Business Administration and specialized training in payroll
- Computer literate with ability to use Payroll and Accounting software
- Training or Certification in Payroll

Experience:

- Two (2) years as a Payroll Officer with a bachelor's degree in accounting or finance
- Five (5) years as a Payroll Officer with a Diploma in Business Administration and specialized training in payroll

Knowledge, Skills and abilities:

- Excellent interpersonal and communication skills
- Working knowledge of PBMA and the FAA Act
- Working knowledge of Government Statutory Laws, Procurement Policy and other regulations
- Good customer service attitude
- Working knowledge of Microsoft Office and Accounting Software
- Good leadership and motivational skills
- Good analytical skills
- Ability to meet tight deadlines
- Keen eye for details

Applications must be submitted no later than

8 May 2026 at 4:00 p.m. by email to:

Manager, Human Resource Management & Development

Bureau of Standards Jamaica

6 Winchester Road

Kingston 10

Email: HRMD@bsj.org.jm