SALARIES OFFICER – LEVEL 4

(VACANT)

This position reports to the Supervisor, Payroll.

Job Purpose

To pay staff on designated dates within the payroll cycle and process in a timely manner all salary-related adjustments.

Key Responsibilities:

Technical/Professional Responsibilities

- Posts salary particulars and adjustments to payroll system to ensure timely and accurate processing of salaries
- Files correspondence and orders related to employees' salary adjustments
- Checks all honorarium/overtime and effect adjustments to the employees' payroll records
- Inputs adjustments to payroll application
- Packages personal deduction cheques for delivery
- Updates personal deduction records
- Checks deduction on Payroll Register Summary regarding accuracy
- Prepares payment vouchers for approval
- Seeks resolution to staff related queries

Other Responsibilities

- Performs other related duties assigned from time to time by the Supervisor, Payroll.

Required Competencies/ Skills

The incumbent should demonstrate:

- Good communication and interpersonal skills
- Good time management skills
- Excellent knowledge of payroll policies and procedures
- Sound knowledge of financial and accounting principles and procedures, including the FAA Act
- Competence in the use of Biz-Pay computer applications
- Attention to detail

- Sound work ethics

Minimum Required Qualifications and Experience:

- Five (5) GCE O 'level or CXC subjects including English Language and a numeric subject.
- AAT *(Level 2)* or CAT *(Level B)*

  OR

  Diploma in Accounting from a recognized institution

  OR

  Government Accounting *(Level 2)* Modules 1-5
- Two (2) years' related working experience

Remuneration Package: - Salary Range: **$1,711,060.00- $2,301,185.00 p.a**

A letter of Application accompanied by a *Résumé* should be submitted no later than **October 9, 2026,** to **jobapplications@nla.gov.jm** for the attention of:

The Director, Human Resource Management & Development

National Land Agency

35 Hope Road

Kingston 10

Interested applicants should submit their **application letter and résumé in PDF format**, with the **job title clearly indicated in the email subject line**.

We appreciate all responses but only short-listed applicants will be contacted.