



NATIONAL ENVIRONMENT AND PLANNING AGENCY JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Manager, Payroll & Payments Services
JOB LEVEL:	8
POST NUMBER:	
DIVISION:	Finance & Accounts
BRANCH:	Payroll & Payments Services
REPORTS TO:	Director Finance and Accounts
MANAGES:	<ul style="list-style-type: none"> • Accountant – Payroll Services • Accountant – Payment Services

This document is used as a management tool and specifically to 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

Strategic Objectives of the Division and Branches:

The Finance and Accounts Division provides a portfolio of financial functions to enable efficient operations of the Agency in executing its mandate and in the achievement of its objectives. The Finance and Accounts Division is responsible for managing the financial affairs of the Agency including financial reporting, budget control, establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices, and Government of Jamaica standards requirements. The Division has direct responsibility to oversee preparation and reporting on budgets and project financial activities of the Agency, and manage the Agency's investment portfolio.

Job Purpose:

Under the leadership and direction of the Director – Finance & Accounts, the Manager, Payroll and Payments Services is primarily responsible for directing a complex financial management machinery concerning payroll and general payments of the (NEPA) and other related financial activities pertaining to the NRCA. Additionally, the Manager, Payroll and Payments Services also provides expert financial management advice, analysis and meaningful reports on the financial position of the NEPA and related accounts such as the NRCA, etc. to the CEO and Director to assist in strategic plans and to make informed decisions.

Key Outputs:

- General payments and payroll systems and procedures for the NEPA directed
- Specialized payments and reimbursement to support the provisions under the NRCA and Town & Country Planning legislation, etc. directed
- Statutory obligations directed
- General, specialized payments and payroll systems and procedures for the NEPA/NRCA/TCPA monitored and evaluated
- General, specialized payments and payroll information/datasets for the NEPA/NRCA/TCPA directed
- Technical advice and recommendation provided
- Vouchers reviewed and authorized on applicable system
- Cheques, electronic and bank transfer letters reviewed and signed
- Audit Queries researched and analyzed
- Annual/Quarterly/Monthly performance Reports prepared
- Individual work plans developed
- Staff Coached and Appraisals Conducted

Key Responsibility Areas:

A. Administrative and other Responsibilities

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises the preparation of reports to the Director, Senior Executives and other relevant stakeholders;
- Represents the Director at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Finance & Accounts presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

B. *Technical/ Professional Responsibilities*

- Provides technical advice and specialist assistance, relating to the general Payroll, Payments and other specialized processes/system under the NRCA & TCPA to support the NEPA's operational plans;
- Directs proper systems and procedures that accurately captures all accounts payable (including, specialized payments) in the correct period to which they relate by:
 - a. Reviewing the operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the financial year;
 - b. Ensuring that adequate systems are in place to adhere with statutory obligations such as the Withholding Tax and related obligations, where applicable;
 - c. Directs work processes that ensures GCT Withholding Tax Certificates and Monthly GCT Returns are prepared and submitted in accordance with relevant standards;
 - d. Directing the preparation of Monthly and Annual Statutory Returns (SO1 and SO2);
- Directs the checking of payroll datasets, statutory, non-statutory deductions vouchers and salary payment vouchers to ensure completeness and accuracy;
- Directs and reviews processes and systems that ensures emolument adjustments for NEPA staff members are complete and accurate, to facilitate payments in the required period;
- Drives mechanisms that regularly conducts systems and procedures tests to ensure that all accounts payable are being accurately captured and brought to account within the period specified;
- Directs systems and procedures to ensure that salary advances and overpayment of salaries are promptly recovered;
- Collaborates with of the Director – Finance & Accounts and Documentation, Information and Access Services functionaries, to design and maintains a records/information management systems to capture all payments as well as all routine or ingoing contractual obligations for example utilities, janitorial services and travel claims etc.;
- Develops, implements and monitors a robust quality assurance and peer reviewing process and culture that ensures segregation of duties, other Accounting Standards, FAA Act and its Instructions are being adhered to;
- Checks voraciously on a regular basis a sample of vouchers, claims checked and certified by the Payments and Payroll Sections;
- Checks and certifies payments/payroll in accordance with the FAA Act, its Regulations and its Instructions;
- Determines the priority of invoices/suppliers to be paid in consultation with the Manager – Management Accounts and the Director;
- Designs, implements and monitors a system that corroborates general payments and receivables information/datasets on the accounting systems related to outstations (for example the Parish /Regional Offices);
- Examines all incoming files, correspondence, claims and vouchers submitted to the Branch and assign to the various accounting section/functionary for detail checking along with any relevant information for guidance;
- Monitors the work of the Payments and Payroll Sections by ensuring that claims and vouchers are assigned for checking and are processed within a reasonable time;
- Responds to all audit queries affecting the functions under superintendence

- by undertaking evidence-based research and analysis;
- Prepares and submits periodic financial reports (on the position of general payments, payroll and other specialized accounts i.e. NRCA & TCPA) to the Director on the performance of the Branch or any specific issue or problem;
- Contributes to the development/review of financial and accounting policies and procedures ensuring compliance with general accounting standards and practices;
- Develops and implements covert inspection activities to identify breaches and weaknesses in the payroll and payments processes;
- Directs and reviews protocols to ensure that there is an effective system of internal controls to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;
- Devises and directs mechanisms to ensure that all monies collected are lodged to the relevant bank accounts in earliest possible time;
- Signs cheques, electronic and bank transfer letters after careful review of payment documentation;
- Assists the Director in addressing issues/concerns raised in the Internal Audit /External -Auditor General queries and reports in respect of the Finance and Accounts Division;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payments and Payroll) to determine what new solutions and implementations will meet NEPA business/operational requirements.

C. Human Resource Responsibilities

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing accounting professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

D. Other Responsibilities

- The incumbent may, from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority:

- The incumbent is authorized to:
 - Prepare and recommend budgets for the Finance & Accounts Division as well as any requirements for related assignments;
 - Recommend Financial and Accounting procedural changes;
 - Recommend budgetary allocations in accordance with corporate plans;
 - Approve/Administer procedures for the monitoring and reviewing of programmes and systems;
 - Engage a range of related stakeholders;
 - Recommend staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
 - Recommend relevant training and development programmes for direct reports to enhance knowledge and performance.

Performance Standards:

- General payments and payroll systems and procedures for the NEPA and related accounts concerning NRCA, TCPA, etc. directed in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Specialized payments and reimbursement to support provision under the NRCA, TCPA, etc. directed in accordance with FAA Act (Instructions), SLA's, best practices and agreed timeframes;
- Statutory obligations directed in accordance with the Tax regime and timelines for Jamaica;
- General, specialized payments and payroll systems and procedures monitored and evaluated in accordance with FAA Act, best practices and agreed timeframes;
- General, specialized payments and payroll information and datasets managed in accordance with FAA Act, SLA's, best practices and agreed timeframes;
- Technical advice and recommendation provided are evidence-based and timely;
- Vouchers reviewed and authorized on applicable system are accurate;
- Cheques, electronic and bank transfer letters reviewed and signed in a timely manner and are accurate;
- Audit queries are researched and analyzed; and findings presented in the agreed format and timeframes;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Staff Coached and Appraisals completed and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts:

(i) Internal

Contact (Title)	Purpose of Communication
Director – Finance & Accounts CEO	<ul style="list-style-type: none">• Provide advice and contribute to decision making;

	<ul style="list-style-type: none"> • Identify emerging issues/risks and their implications, and propose solutions; • Receive guidance and provide regular updates on key Finance and Accounting issues and priorities.
Strategic Planning	<ul style="list-style-type: none"> • Develop and maintain effective working relationships; • Collaborate, exchange information, provide strategic advice, support and feedback in the development of Corporate & Operational Plans
Senior Executives/Management	<ul style="list-style-type: none"> • Develop and maintain effective working relationships; • Collaborate, exchange information, provide strategic advice, support and feedback
Public Procurement	<ul style="list-style-type: none"> • Develop and maintain effective working relationships on matters public procurement management and financial resourcing
Direct Reports	<ul style="list-style-type: none"> • Provide coaching, guidance and support.
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information.

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Communication
Auditor General	<ul style="list-style-type: none"> • Exchange information on audit queries and related processes
MEGJC	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key Finance and Accounting issues and priorities.
Accountant General's Department	<ul style="list-style-type: none"> • Provides and receives information regarding central treasury management and payments
Professional Affiliations	<ul style="list-style-type: none"> • Provides expert advice and exchange information; • Identify innovation and new opportunities for the Association.
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> • Monitors financial transactions and interventions; • Exchange of information.
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback.

Working Conditions

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going

interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Will be required to travel locally and overseas to attend conferences, seminars and meetings.

Required Competencies

- Expert knowledge of Financial and Accounting Principles and Practices;
- Knowledge of Audit Principles and Techniques;
- Expert knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Expert knowledge of and experience in, GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of ICT Finance & Accounting systems;
- Good understanding of the public expenditure policy environment and the goals;
- Good knowledge of Finance and Accounting monitoring and evaluation frameworks;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the NEPA;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Education and Experience

- Master's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, **OR** Professional designation such as Association of Certified Chartered Accountant, (ACCA);
- Five (5) years' experience in a Finance/Accounting environment, with at least two (2) years in a middle management capacity.

OR

- Bachelor's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, **OR** Association of Certified Chartered Accountant (ACCA) Level 2;
- Seven (7) years' experience in a Finance/Accounting environment, with at least four (4) years in a middle management capacity.

OR

- NVQJ Level 5, Accounting;
- Seven (7) years' experience in a Finance/Accounting environment (with a focus on budget analysis and management), with at least four (4) years in a middle management capacity.