



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica, is seeking suitably qualified individuals for the under-mentioned position.

SENIOR FINANCE OFFICER (LEVEL 5)

QUALIFICATION AND EXPERIENCE:

- Diploma in Accounting from an accredited tertiary institution
- Five (5) years related work experience in a Public Sector or Statutory Organization

PRINCIPAL DUTIES/RESPONSIBILITIES/SKILLS:

The incumbent is expected to discharge their responsibilities through the attainment of key outputs which include but not limited to the following:

- Working knowledge of payroll, policies and procedures
- Good time management skills
- Working knowledge of relevant computer applications including spreadsheet packages
- Ability to communicate effectively both orally and in writing
- Integrity and honesty
- Co-ordinates with the HR Department and maintain up-to-date records of the employment particulars of all staff
- Supervise the maintenance of payroll records to ensure accuracy and completeness
- Review monthly payroll summary to ensure the correctness of balances and statutory deductions prior to the distribution of salary cheques
- Co-ordinate and ensure the funding of the Salaries Bank Account
- Monitor the remittance of cheques for voluntary staff deductions and statutory deductions in accordance with guidelines set
- Advise employees on salary related queries
- Authorize all funding vouchers
- Certification of employees' deductions to the National Insurance Scheme and the National Housing Trust
- Ensure preparation of P24 for employees
- Creativity, innovation and problem solving

Salary: \$3,501,526.00 per annum

**Submit application in writing no later than
December 10, 2024, to:**

**Human Resource Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10 or email:
recruitment@nwa.gov.jm**

**The Agency thanks all applicants in advance.
Only short-listed individuals will be contacted.**