

SOUTHERN REGIONAL HEALTH AUTHORITY

Compassion | Accountability | Respect | Efficiency

3 Brumalia Road, Mandeville, Manchester, Jamaica WI

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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **REGIONAL OFFICE**:

PAYROLL OFFICER (FMG/AT 2 - Pay Band 4) - REGIONAL OFFICE (NOT VACANT)
(salary range \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post)

Reporting to the Payroll Manager, the Payroll Officer is responsible for the verification of salary and allowances and ensuring compliance with the established salary/wage guidelines and financial procedures.

Qualification and Experience

The ideal candidate must possess:

- AAT Level 2 or;
- ACCA-CAT Level B or;
- NVQJ Level 2 Accounting or;
- Certificate in Accounting from a recognized University or;
- Completion of second year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or;
- ASc. in Accounting, MIND or;
- Government Accounting Level 2 Modules 1 - 5

Plus

- Two (2) years experience in financial accounting

Required Knowledge, Skills & Competencies

- Knowledge of the Financial Administration & Audit (FAA) Act
- Excellent numerical skills
- Proficiency in the use of relevant computer applications/software
- Ability to work on own initiative with minimal supervision
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Good interpersonal skills
- Strong time management skills

Key responsibilities will include:

- Ensuring that all payroll amendments (leave, promotion, appointments, resignations, transfers) are effected in consultation with the Payroll Supervisor
- Preparation of fortnightly and monthly payroll and related reports for approval of the Payroll Supervisor
- Ensuring the accuracy of all deductions from employees' salary inclusive of NIS, NHT, Education Tax & Income tax returns
- Investigating queries and discrepancies in computation of salaries.

Applications accompanied by résumés should be submitted **no later than FRIDAY, MAY 29, 2026** to:

Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.

E-Mail - jobs@srha.gov.jm

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

****PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED