



**MINISTRY OF EDUCATION, SKILLS, YOUTH AND INFORMATION
NATIONAL COUNCIL ON EDUCATION
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Payment Officer
JOB GRADE:	FMG/AT 3
POST NUMBER:	
DIVISION:	Finance and Administration
REPORTS TO:	Director, Finance and Administration
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Unit/Section

Date

Date received in Human Resource Division

May 2026

Date Created/Revised

Strategic Objective

NCE having the institutional capacity that is fit for purpose in the transformed Public Sector.

Job Purpose:

Under the direction of the Director, Finance and Administration, the Payment Officer is responsible for ensuring the processing of all accounts payables, effecting relevant payments to suppliers and contractors of the organization, in accordance with the Financial Administration and Audit Act (FAA) and other Accounting Standards both local and international.

Key Outputs:

- Individual Work Plan, mid-year review and annual performance appraisal report prepared;
- Stationery, furniture, equipment and other office supplies procured;
- Stationery and fixed asset inventory updated and maintained;
- Payments verified and processed;
- Payments posted to the Accounting system;
- Payment notification prepared and submitted;
- Payment vouchers and supporting records updated and maintained;
- Register of Payee information maintained;
- General Consumption Tax (GCT) certificates issued;
- GCT, Accruals and Annual Contracts Cost Overruns and Variations Reports prepared and filed;
- Audit schedules prepared.

Key Responsibilities:

- Prepares annual Work Plan; mid-year review and annual performance appraisal report;
- Procures stationery, equipment and other essentials;
- Updates and maintains stationery and assets inventory;
- Processes payments in accordance with the FAA Act and standard operating procedures;
- Prepares payment vouchers and secures the required documentation and approvals to facilitate processing;
- Verifies claims presented, to ensure conformity with the guidelines of external funding agencies' procurement procedures;
- Correctly codes travel claims, checks for accuracy and submits for approval;
- Affixes the correct classification code and submits payment vouchers for verification and approval;
- Updates the Accounting System with a record of payments;
- Ensures maintenance of cheque and invoice registers;
- Ensures that cheques, electronic/bank transfers are prepared and duly signed by the signatories to the account;
- Updates and maintains online payee register;
- Prepares and transmits notification for online payments via email;

- Issues GCT Certificates on the Tax Administration Jamaica (TAJ) portal;
- Updates and maintains the GCT registers and files;
- Prepares and updates Withholding Tax Certificates reports for the Director, Finance and Administration;
- Ensures that payments for taxes withheld are remitted to Tax Administration Jamaica (TAJ) on a monthly basis;
- Ensures that Statutory and GCT payments and reports filed monthly are comprehensive and accurate;
- Prepares audit schedules to facilitate external audits.

Other Responsibilities:

- Performs other related functions assigned from time to time by the Director, Finance and Accounts

Performance Standards:

- Individual Work Plan, mid-year review and annual performance appraisal report prepared within agreed timeframe;
- Procurement procedures completed in accordance with established guidelines;
- Stationery and assets inventory updated and maintained in accordance with established guidelines;
- General Ledger prepared within the agreed timeframe;
- Payment vouchers checked, certified and filed within stipulated timeframes and according to the required guidelines and/or standards;
- Withholding Tax Certificates issued in accordance with stipulated guidelines;
- Cheques, invoices and other registers maintained according to stipulated guidelines;
- Audit schedules prepared based on established guidelines.
- GCT, accruals and annual contracts cost overruns and variation reports prepared and filed within stipulated timeframes and according to required guidelines.

Contacts

Internal

Contact Title	Purpose of Communication
Director, Finance and Administration	Receives guidance and advice
Section/Unit Heads	Shares information, provides guidance and feedback.
All other members of staff	Shares information, provides guidance and feedback.

External

Contact Title	Purpose of Communication
Ministry of Education, Skills, Youth and Information Finance and Accounts Division	Shares information, provides guidance and feedback

Ministry of Education, Skills, Youth and Information Internal Audit Division	Shares information, provides guidance and feedback
Ministry of Finance and the Public Service	Receives guidance and provides information
Auditor General's Department	Receives guidance and provides information
Accountant General's Department	Receives guidance and provides information
Tax Administration Jamaica	Receives guidance and provides information
Financial Institutions and other stakeholders	Receives guidance and provides information

Required Knowledge, Skills and Competencies:

Core

- Excellent oral and written communication skills including report writing;
- Excellent analytical skills;
- Excellent planning and organizational skills;
- Upholds integrity, ethics, and maintains confidentiality;
- Ability to work in a team;
- Excellent Interpersonal skills;
- Customer service orientation and commitment to quality;
- Ability to negotiate.

Technical:

- Sound knowledge of the Finance, Administration and Audit (FAA) Act;
- Sound knowledge of the regulations, principles, practices relation to GOJ Accounting;
- Excellent analytical and problem-solving skills
- Knowledge of Sage (Peachtree accounting software);
- Proficient in the use of relevant computer applications especially Microsoft Suite (Word and Excel)

Minimum Required Qualification and Experience:

- AAT level 2; or
- ACCA-CAT Level 2; or
- Certificate in Accounting from a recognized University; or
- Successful completion of the second year of a Bachelor of Science Degree in Accounting; or Management Studies at a recognized university; or
- Associate of Science Degree (A.Sc.) in Accounting from MIND; or
 - Government Accounting II; and
- Two (2) years' experience in a similar capacity.

Authority to:

- N/A

Special Conditions Associated with the Job:

- Normal working conditions;
- May be required to work beyond normal working hours;
- May be required to work on weekends.

Validation of Job Description

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