



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:

ACCOUNTANT (Payroll)

ROLE AND FUNCTIONS OF JOB:

Under the direction of the Manager for the Section, the Accountant is expected to:

- Assist with collecting and collating information for the preparation of the annual budget of the National Health Fund.
- Prepare quarterly and annual budget variance analyses and reports.
- Update Budget to accounting software annually.
- Timely and accurate preparation of payroll for monthly, weekly and fortnightly and the execution of all related matters.
- Check and prepare all adjustments/changes for monthly, weekly and fortnightly payroll.
- Check overtime for monthly payroll entered into the payroll system for accuracy and completeness.
- Check timesheets for weekly entered into the payroll system for accuracy and completeness.
- Check all statutory and non-statutory deductions and ensure payments are made promptly to the relevant authorities.
- Check and ensure preparation of computations for all retroactive salary and salary related payments.
- Perform other related duties, as assigned by the Finance Manager, Senior Director and the CEO.

SPECIFIC KNOWLEDGE REQUIRED:

- The National Health Fund Act.
- The Financial Administration & Audit Act.
- Must have knowledge of computerized payroll system.
- Computerised financial accounting systems and spreadsheet applications.

QUALIFICATIONS & EXPERIENCE:

- ACCA level 2 or Degree in Accounting or Management, Finance or related discipline
- Minimum of three (3) years Accounting experience
- Must have knowledge of computerized payroll system
- Must have knowledge of Great Plains or any other accounting system.
- Any equivalent combination of education and experience.

Applicants are invited to submit their application no later than **Thursday, April 7, 2022** to:

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers,
25 Dominica Drive
Kingston 5
Fax: (876) 926-7193;

Apply Here: <https://nhf.orangehrmlive.com/recruitmentApply/16/view>

NB. We appreciate all responses, but only short listed candidates will be contacted.