

**Opening Date:** 24 March 2023  
**Closing Date:** 07 April 2023  
**Location:** Tortola  
**Vacancy Notice No.** PSC 19 of 2023  
**Job Classification:** Grade 10  
**Ministry/Department/Unit:** Department of Human Resources  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$31,523 - \$35,431 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Payroll Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist perform and assist with the daily maintenance of the employee payroll database of salaried government officers, coordinate and implement new and existing payroll-related changes in liaison with the Treasury Department ensuring that functions are performed in a timely and accurate manner.

### MAIN RESPONSIBILITIES

1. Adhere to relevant policies and procedures applicable to salaries and allowance entitlements and examine personnel files to determine employment status, ensuring accurate payments are made.
2. Maintain an up-to-date electronic database of Existing Employees' Profile using payroll software, including:
  - (a) name changes
  - (b) bank account and distribution changes
  - (c) changes in authorized salary and allowances (ensure they are in line with current salary structure/schedule of allowances before creating or updating employee's profile and refer any inconsistencies to the appropriate desk officer to ensure accurate payments are made)
  - (d) changes in dates of appointment
3. Review changes and new profile records making appropriate changes and corrections to data prior to final payroll run to ensure accuracy of data.
4. Prepare detailed salary reports on payroll activities in order to present timely, accurate data as required.
5. Maintain records to ensure accurate and well-organised document management, retaining hard and electronic copies and sorting/filing documents used in each pay period in accordance with approved filing style.
6. Compile salary and allowance year-to-date totals in written and table formats for inclusion in the Department's Annual Report to ensure the timely flow of information.
7. Tabulate honoraria and overtime payments and draft memoranda for review and approval by the relevant desk officer, ensuring these are processed on a timely basis.
8. Tabulate salary payment cheques for the Treasury Department to facilitate interim payment to officers.
9. Draft routine letters and documents in a timely, accurate manner to ensure continual information and communication.
10. Performs any other duties as required by Management in order to contribute to the effectiveness and efficiency of the unit.

### BEHAVIOURAL COMPETENCIES

1. Manage own resources and professional development
2. Manage self to model behaviour in meeting departmental standards
3. Manage time effectively
4. Provide leadership in area of responsibility
5. Ensure products and services meet quality requirements
6. Analyse information
7. Provide information and advice to others

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Occasional extended working hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration or related field
- Three (3) years' experience in Accounting or related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of payroll administration
- Excellent knowledge of JD Edwards Accounting Software
- Excellent knowledge of the use of standard office equipment and relevant computer software applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Excellent oral and written communication skills
- Ability to work well under pressure

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## HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*