



THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS, JAMAICA, WEST INDIES

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

MANAGER, COMPENSATION AND BENEFITS

Bursary

MPN 100976

The Compensation and Benefits Manager at the University of the West Indies is responsible for overseeing and managing the payroll function for faculty, staff, and employees of the university. This includes ensuring accurate and timely processing of payroll, compliance with relevant laws and regulations, and maintaining confidentiality of employee information. The Compensation and Benefits Manager will collaborate with various departments and stakeholders to ensure payroll processes align with the university's policies and procedures. The Incumbent will identify and implement measures to effectively mitigate payroll risks.

The successful candidate will also be required to:

- Manage the end-to-end payroll processing for faculty, staff, and employees, including collecting and verifying payroll data, such as timesheets, leave records, and other relevant information.
- Ensure accurate calculation of salaries, wages, benefits, allowances, and deductions in accordance with established policies, employment contracts, and applicable laws.
- Process payroll adjustments, including new hires, terminations, promotions, and salary changes.
- Manage the remittances to government agencies.
- Ensure compliance with all relevant laws, regulations, and policies governing payroll processes.
- Prepare and submit required payroll reports and statutory filings, such as tax deductions, pension contributions, and social security payments, to regulatory authorities.
- Assist with internal and external audits related to payroll processes and records.
- Manage monthly reports and statements
- Identify and implement strategies to mitigate payroll risks
- Manage the payroll for RHQ and all relevant subsidiaries and related parties
- Identify opportunities for process improvements, automation, and streamlining of payroll processes.

Qualifications and Experience:

- Professional designation in Accounting (e.g. CPA; ACCA; CA; CFA) AND/OR Masters' degree in Finance, Accounting or Business Administration
- A relevant professional certification (eg Certified Payroll Professional) would be an asset.
- Proven experience (10 Years) in payroll management, preferably in an academic or higher education setting.
- Solid understanding of payroll processes, taxation, benefits and relevant legislation.
- Experience with payroll software and systems, preferably with knowledge of Banner and PeopleSoft or other related financial systems
- Strong analytical and problem-solving skills, with attention to detail and accuracy.
- Excellent organizational and time management abilities with the capability to handle multiple tasks and meet deadlines.
- Strong interpersonal and communication skills with the ability to collaborate effectively with diverse stakeholders
- Knowledge of data protection and confidentiality requirements related to employee information
- Familiarity with the university environment and its unique payroll considerations is an advantage.

For further particulars on the University of the West Indies, Mona and the Bursary, visit <https://www.mona.uwi.edu/bursary/> . Applicants are required to submit **(i)** a cover letter, **(ii)** a completed employment application form, **(iii)** curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organisation) and **(iv)** copies of academic qualifications. The Application for employment form can be found at <https://www.mona.uwi.edu/hrd/forms>. All application documents should be sent by electronic mail to hrmd.odes@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN 100976** in the subject line of the email. The final date for receipt of applications is **May 31, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted
The University of the West Indies, Mona Campus..... *Inspiring Excellence, Producing Leaders*