



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 136-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

PAYROLL OFFICER

Salary range: CI\$52,296 to CI\$59,172 per annum

Job Summary: The Payroll Officer supports the accurate and timely processing of payroll for employees across the organization. The successful candidate will be responsible for maintaining payroll records, processing payroll transactions, ensuring compliance with relevant policies and statutory requirements, reconciling payroll data, and responding to payroll-related queries. The role requires a high level of accuracy, confidentiality, and the ability to work effectively within a fast-paced environment while delivering excellent service to internal and external stakeholders.

Qualifications & Experience: Applicants should possess an Associate's degree in Accounting, Finance, Business Administration, Human Resources, or a related field. The candidate should have a minimum of five(5) years' experience in payroll administration or similar finance-related role. The successful candidate must be familiar with Cayman Islands Labour Law and payroll-related statutory requirements. Candidates must demonstrate strong analytical and numerical skills, proficiency in computerized payroll systems and Microsoft Office applications, and comprehensive knowledge and practical experience of payroll processing. The candidate should maintain the highest standards of confidentiality, integrity, and professionalism. The ideal candidate will have excellent organizational, time management, communication, and problem-solving skills, with the ability to manage multiple deadlines, maintain accurate records, and work collaboratively as part of a professional team.

A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.



SCAN QR CODE TO APPLY

Application Deadline: August 16, 2026

Committed to Caring for You



Job Description

Job title	<i>Payroll Officer</i>	Job Holder	
Reports to	<i>Decision Support & Transaction Manager</i>	Section	<i>Finance</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 136-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic which is a purpose-built facility.

This position plays a key role in the proper functioning of the Finance Department providing primary support to the Decision Support Manager relating to the payroll functions.

Job purpose

The Payroll Officer is responsible for ensuring accurate and timely processing of employee payroll and related payments. This includes calculating pay and deductions, preparing and uploading monthly payroll files to the banking platform, issuing cheques where required, resolving payroll queries, maintaining accurate payroll records and e-files, and processing employee-related payments in accordance with HSA policies, audit requirements, and applicable legislation.

Dimensions

- Post holder has no budgetary responsibilities.
- Post holder processes payroll for approximately 1,300 (headcount continues to increase) staff at the Health Services Authority.
- Post holder processes a high volume of employee related payables on a monthly basis.
- Post holder maintains e-files for confidential data.

- Post holder covers for Accounts Payable staff when on vacation.
- Post holder has no supervisory duties.
- Post holder covers for Accounts Payable staff when on vacation.
- Post holder must be able to efficiently manage time and contribute to ongoing work planning.
- Post holder will be required to work with and provide guidance to HSA colleagues regarding payroll related issues and concerns.
- Postholder will contribute to Finance team meetings.
- Post holder is responsible for data analysis and reporting related to payroll.

Duties and responsibilities

- Collate, calculate, input, and verify salary-related adjustments from all locations in the HSA.
- Ensure payroll is processed accurately and remitted to employees on time, in accordance with HSA policies, procedures, and labour laws.
- Prepare and upload monthly payroll files to the banking platform, ensuring appropriate authorization is obtained before payment.
- Respond to payroll queries, discrepancies, and requests in a timely, professional, and confidential manner.
- Maintain accurate payroll records, supporting documentation, and confidential electronic files in line with audit requirements.
- Prepare payroll data, reconciliations, and documentation for internal and external audits.
- Process payments to payroll creditors and complete related reconciliations.
- Ensure final payments, including terminations and other employee separations, are processed accurately and in accordance with HSA policies and Labour Law.
- Work closely with Human Resources, Finance, and relevant stakeholders on payroll-related matters.
- Analyze and reconcile payroll costs in collaboration with the Decision Support & Transaction Manager and the Financial Controller.

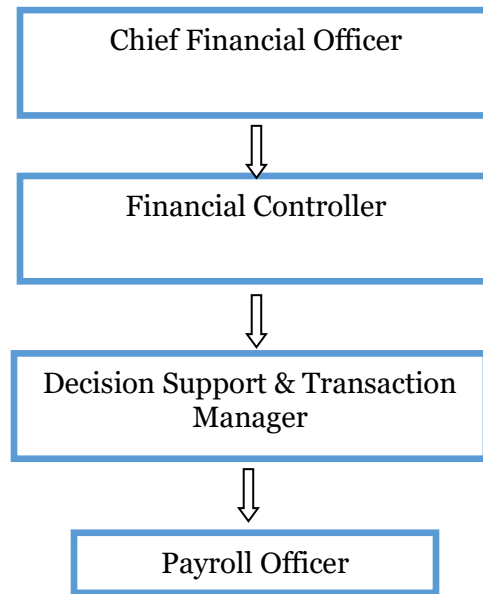
- Monitor overtime expenditure and escalate unusual trends or potential concerns to the Decision Support & Transaction Manager or Financial Controller.
- Assist with payroll journals, employee-related payables, and other finance documents as required.
- Contributes to the review and improvement of payroll policies, procedures, systems, and processes.
- Support continuous improvement initiatives to increase payroll accuracy, efficiency, and compliance.
- Provide support to Accounts Payable during periods of reduced payroll activity or staff absence.
- Perform any other related duties assigned by the Decision Support & Transaction Manager, Financial Controller or Chief Financial Officer.

Qualifications, Experience & Skills Requirement

The post-holder must:

- Possess an Associate's degree in accounting, Finance, Business Administration, Human Resources, or another relevant field, together with at least five years' experience in payroll or a similar finance-related role.
- Have comprehensive knowledge and practical experience of payroll processing.
- Be familiar with Cayman Islands Labour Law and payroll-related statutory requirements.
- Be proficient in Microsoft Excel, Word, and payroll systems.
- Demonstrate strong numerical, analytical, organizational, and time-management skills.
- Maintain the highest standards of confidentiality, integrity, and professionalism.
- Communicate effectively with employees, managers, Human Resources, Finance, and external stakeholders.
- Provide excellent customer service and work effectively as part of a team.
- Have experience using payroll systems; this would be an asset.

Reporting Relationship



Direct reports

Post holder does not supervise any other staff.

Other Working Relationships

- HR Department
- H.S.A Employees
- Decision Support & Transaction Manager
- Senior Managers
- Section Manager
- Accounting Manager

Decision Making Authority and Controls

Must be able to use own discretion in making decisions on routine office procedures with the guidance of the Decision Support & Transaction Manager, or Financial Controller.

Working conditions

This is primarily an office-based role with minimal travel requirements. The post holder may be required to work extended hours during payroll deadlines, audit periods, or other peak operational periods. Special circumstances may require attendance at the hospital outside normal working hours.

Physical requirements

This role is primarily sedentary and office based. The post holder may occasionally be required to lift or move office files, records, or supplies in accordance with workplace health and safety guidelines.

Problem/Key Features

The role operates in a high-volume, deadline-driven environment with frequent interruptions. The post holder must be able to prioritize tasks, maintain accuracy under pressure, learn new systems and processes quickly, and communicate professionally when handling sensitive or challenging payroll matters.

Evaluation Metrics

- Payroll processed accurately and in accordance with established cut-off dates.
- Employee payroll payments are completed on time.
- Payroll records maintained accurately and confidentially.
- Compliance with payroll policies, procedures, audit requirements, and Labour Law.
- Payroll queries and discrepancies resolved in a timely and professional manner.
- Required reconciliations, reports, and audit documents completed accurately and on time.

Approved by:	<i>Chief Financial Officer</i>
Date approved:	<i>June 26, 2026</i>
Reviewed:	
Next Review	
Employee Signature Date	
Manager Signature Date	