

POST DESCRIPTION		
1	Ministry: Finance & National Planning	
2	Job Title: Accounting System Administrator, Financial Policy, Financial Framework Division	
3	Level: 9 Band: L.	Post Number: 3 Location: Head Office
4	Job Purpose <ul style="list-style-type: none"> • Administer the Government Financial Management System • To check the quality of all transactions input into the System • To train and monitor Users of Accounting System • To provide help desk support for all Users of the Accounting System • Design and format all reports according to requirements from HoD • Extract and prepare all requested reports from the Systems 	
	Job Outputs <ul style="list-style-type: none"> ➤ Provide monthly report from the System on receipts and payments for Line Ministries using the Accounting System ➤ procedure manual/help desk support for users of Accounting System ➤ Adhoc report from the Accounting System ➤ Corrective action in Accounting System 	Performance Indicators 95% accuracy, 95% timeliness, 95% compliance with PFMA and Treasury Instructions
5.1	Planning <ul style="list-style-type: none"> ➤ Individual work plan aligning with Financial Policy AMP ➤ Training plan for users (including users from line ministries) 	<ul style="list-style-type: none"> ➤ Individual work plan submitted to superior on the 1st day of the month ➤ User's training plan submitted for HoD approval by the 7th of the first month of the quarter
5.2	Organising <ul style="list-style-type: none"> ➤ Database on queries from Users/ adhoc report requested by HoD ➤ FFD Electronic filing system established and maintained 	<ul style="list-style-type: none"> ➤ 95% accuracy and 95% updated

5.3	<p>Leading</p> <ul style="list-style-type: none"> ➤ Communicating <ul style="list-style-type: none"> • Inform users on area of weakness for improvement • Report to HoD on any internal control weaknesses in the system for improvements ➤ Motivating <ul style="list-style-type: none"> • Inform users on area of strength to be maintained ➤ Developing <ul style="list-style-type: none"> • Provide support to users to improve area of weakness • Implement system setups/ configuration and creating new codes 	<ul style="list-style-type: none"> ➤ 95% Area of weakness communicated to users and provide support for improvements ➤ Weekly report to HoD on any internal control weaknesses ➤ 95% Support to users ➤ 95% complete implementation and creating codes
5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Monitoring <ul style="list-style-type: none"> • Monitor and manage all Users of the Accounting System in regards to user movements. (and lock access when staff is on leave or exiting the service) ➤ Evaluating <ul style="list-style-type: none"> • Quality check of all transactions entered into the SunSystems • Evaluate system process weakness and recommend solution ➤ Correcting <ul style="list-style-type: none"> • Reverse incorrect/cancelled purchase order/vouchers • Void incorrect/cancelled cheques ➤ Reporting <ul style="list-style-type: none"> • Inaccurate transaction identified and reported routinely to users for correction • Monthly report on vote balance and commitment to line ministries for reconciliation • Monthly report on Payments for Overseas/Domestic Travel 	<ul style="list-style-type: none"> ➤ 95% Complete monthly review of all users on the 7th of the following month ➤ 95% Complete monthly quality check by end of 3rd week of the month ➤ 95% complete reverse and void of incorrect/ cancelled purchase orders ➤ 95% complete void incorrect/ cancelled cheques ➤ 90% identified errors corrected ➤ 95% monthly commitment reconciliation must complete on the 2nd week of the month. ➤ 95% Accurate and timeliness

5.5	Technical <ul style="list-style-type: none"> • User Access and Privileges as endorsed by HoD • Design and format adhoc reports requested through HoD • Implement approved system procedures and recommendations from the Auditor/ Treasury 	<ul style="list-style-type: none"> ➤ SunSystems accessed only by legitimate users ➤ 95% accurate and timeliness ➤ 85% implementation of Auditor's recommendations
5.6	<ul style="list-style-type: none"> ➤ Carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO for Finance & National Planning 	<ul style="list-style-type: none"> ➤ 95% Timeliness and accuracy
6	Reports Directly to:	Deputy CEO for Finance & National Planning – Financial Framework Division
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Good analytical skills. • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc), Sunsystem, Vision, etc.
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage.
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively.
7.4	Minimum Qualification & Work Experience:	<p>-Bachelor degree in Accounting, Information System or related field OR</p> <p>-A Diploma in Accounting, Computer Science or related field with at least 3 years of relevant work experience in Financial Management and IT services.</p>
BEHAVIOURAL COMPETENCIES		

8	Core Behavioral Competencies	Key Performance Standards
8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it ➤ Focuses on benefits and ways of overcoming obstacles.
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth

8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization’s shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Post Title: Accounting System Administrator	Name: (Vacant) Sign: Date :
9.3	Head of Division: Deputy Secretary for Finance & National Planning – FFD	Name: Mrs ‘Ana F. Lemani Sign: Date :
9.4	Chief Executive Officer for Finance & National Planning	Name: Mrs Balwyn Fa’otusia Sign: Date :