

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance & National Planning	
2	Job Title: Clerk Class II, Sub Treasury `Eua, Treasury Operation	
3	Level: Band Q	Post Number: 4
	Location: `Eua	
4	Purpose: Daily update of vote/ cash book and assist with other Sub-Treasury tasks.	
	Outputs <i>Refers to areas of outcome or output.</i>	Performance Indicators <i>Performance measurement for an Output e.g 80% accuracy, 80% timeliness, 80% compliance with policy</i>

5.1	<p>Core Outputs</p> <ul style="list-style-type: none"> ➤ Assist in the checking and processing of Expenditure vouchers including salaries and wages; ➤ Assist in paying in to the Bank all funds received by the cashier daily; ➤ Carrying out vote reconciliations; ➤ Manage files and storage areas ➤ Manage correspondences to/fro Sub-Treasury ➤ Recording Revenues and Expenditures into Vote Book and Main Cash Book daily; ➤ Assist in the preparation of the Monthly Returns to be sent to Tongatapu. <p>Assist in various Sub-Treasury's works being assigned to and any other duties required by the Sub-Treasurer and/or Senior and carry out any other duties as may be directed by the Sub Treasurer or the CEO</p>	<ul style="list-style-type: none"> ➤ <i>80% accuracy, 80% timeliness, 80% compliance with policy</i>
6	Reports Directly to:	Sub Treasurer `Eua
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Excellent analytical skills with ability to explain to a non-technical audience. • Excellent computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, Powerpoint etc) sun system and vision

7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills, Good command of both Tongan & English languages (written and spoken) • Good public relation and networking skills, able to work with a range of professions and organizations • Able to work in resources constrained environment • Ability to travel and work after hours when the need arises
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly committed, self motivated and proactive • Able to motivated others in a positive and constructive manner • Well organized and hard working • High honesty and intellectual integrity • Highly proactive • Willing and able to provide mentoring to junior staff <p>Must be committed to duties allocated, efficiently and effectively</p>
7.4	Minimum Qualification and Experience	<ul style="list-style-type: none"> • Pass in Tonga School Certificate or its equivalent or higher with at least 2 years of relevant work experience
8	Position Competencies	
	Core Behavioural 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	Supports 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	Clerk Class II	Name: (Vacant) Sign: Date :
9.2	Sub Treasurer 'Eua	Name: S. Lakalaka Sign: Date :
9.3	Deputy CEO, Treasury	Name: Makeleta Siliva Sign: Date :
9.4	CEO for Finance & National Planning	Name: Balwyn Fa'otusia Sign: Date :

Note:

- Highlighted sections requires insertion of details as appropriate.
- Examples have been given as an indication of what may be required in that particular field.