

POST DESCRIPTION

1	Ministry/Department: Ministry of Finance and National Planning		
2	Job Title: Accountant, Accounts Section, Treasury Division		
3	Band: L	Post Number: 4	Location: Nuku'alofa
4	<p>Purpose:</p> <ol style="list-style-type: none"> 1. Check and ensure completeness, accuracy and compliance of all Overseas Missions' Returns. 2. Preparation of bank reconciliations statements of all government bank accounts allocated by Account Supervisors; 3. Assist in the preparation of the quarterly statements of receipts and payments of public funds; 4. Assist in the preparation of the government of Tonga financial statements at end of each financial year; 		
	OUTPUTS		Performance Indicators
5.1	<p>Planning</p> <ol style="list-style-type: none"> 1. Assist with Developing relevant plan for the Account Section (Account's Monthly Work Plan, Public Account's Annual Work Plan, Corporate Plan, Annual Management Plan, Weekly Plan, Budget Actual and Forecast) 		<ol style="list-style-type: none"> 1. 80% of all submitted plans are submitted to Head of Section and/or HoD prior to the desired deadline.
5.2	<p>Organizing</p> <ol style="list-style-type: none"> 1. Assist Chief Accountant to Develop/Review criteria for how to manage accounting providing central services to MDAs for their financial records, payments and receipts of revenue 2. Also assist Chief Accountant to develop reports and devise control procedures to strengthen the system of internal within MDAs. 3. Assistant Secretariat for Public Accounts Task Team 		<ol style="list-style-type: none"> 1. 80% of all delegated criterias for review are submitted to Supervisor before the desired deadline. 2. 80% of all delegated reports for review are submitted to Supervisor before the desired deadline. 3. <i>80% accurate minutes of meetings.</i> 4. <i>Final minute to be send to team within 5 days after the meeting.</i>
5.3	<p>Leading</p> <ol style="list-style-type: none"> 1. Conduct a meeting every Quarter before last day of each Quarter with Assistant Accountants in Financial Reporting Management and make sure that they carry out Account Section work plan accordingly and ensure they are contributing to achieving the overall output of the section and the whole division 		<ol style="list-style-type: none"> 1. 1 Meeting is held before the last week of each Quarter.

5.4	Controlling 1. Recommend in a Memo to HoD an effective and efficient way to monitor progress of the division against set task and plans relating to own core duties.	1. 1 Memo recommendation is submitted to HoD for consideration in a financial year.
5.5	Technical 1. Prepare with a degree of accuracy all bank reconciliations statements of all government bank accounts allocated by Account Supervisor (all overseas missions)	1. 80% of total bank reconciliations are submitted before due date. 2. 80% accuracy of each bank reconciliation
	2. Preparation of journals and posting of the general ledger accounts in the sun system	1. 90% accuracy in all journals postings in to Sun System
	3. Checking of all Overseas Mission's Monthly Financial Returns	1. Monthly Financial Returns are checked within 5 days upon receiving of returns.
	4. Preparations and posting of journal vouchers for all Overseas Mission's Monthly Financial Returns into the Sun System.	1. Preparations and postings within 5 days after checking and all queries settled. 2. Journal Vouchers of the Overseas Missions' Monthly Returns should be submitted to Chief Accountant
	5. Assist in checking and posting in to SUN System all the GOT FX Levy Reports and Collections from Financial Institutions to the Ministry for accuracy and compliance with the Foreign Exchange (Amendment) Act 2016.	1. Complete checking of all FX Levy Reports within 10 days of receiving the reports from each financial institution
	6. Reverse all outstanding creditors in the Sun System.	1. 80% reversed on the last week of the following month of each quarter.
	7. Assist in checking of all Bank Reconciliations	1. Check bank reconciliation within 3 days upon received from team
	8. Assist in the preparation of the quarterly statements of receipts and payments of public funds	1. Completing all relevant bank reconciliations by Supervisor's deadline
	9. Assist in the preparation of the government of Tonga financial statements at end of each financial year;	1. Completing all relevant bank reconciliations and full submission of all relevant term deposit certificates by Supervisor's deadline
	10. Prepare official letters and reports upon direction from HoD;	1. 90% completion of drafted letters are submitted to Management

	11. Other Duties directed from Management	2. Complete all other duties with 80% accuracy and is reached within the required deadline of Management.
6	Reports Directly to:	Head of Accounts Section (Chief Accountant)

PERSON SPECIFICATION FOR THIS POST

7.1	Special Skills:	<ul style="list-style-type: none"> • Good Analytical skills • Good Computer/ Technical skills • Good Problem Solving Skills, • Good Time Management skills • Good Customer Service Skills
	Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills • Good command of both Tongan and English languages • Good clear and understandable written communications, • Good clear and understandable verbal communications
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly motivated and proactive • Well organized and hard working • Honest • Loyalty to government • Efficient and effective • Results driven • Desire for high performance
7.4	Education:	Essential: Must have a first degree in Accounting from recognized Institutions.
7.5	Experience:	Experience is desirable but not necessary


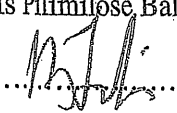
POSITION COMPETENCIES

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 <p>Focuses on benefits and ways of overcoming obstacles.</p>

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
8.12	Management/ Supervision	<ul style="list-style-type: none"> ➤ Manages resources effectively and efficiently, ensures effective and improved staff performance
8.13	Leadership	<ul style="list-style-type: none"> ➤ Develops and communicates vision and translates these into clear objectives ➤ Builds and sustains a motivated team ➤ Leads by example ➤ Inspires a shared commitment
		<ul style="list-style-type: none"> ➤ Articulates a clear vision for the future ➤ Considers the 'big picture' and longer term imperatives ➤ Empowers others to take responsibility through a deep sense of commitment and ownership.

9 **ENDORSEMENT WITH NAME, SIGNATURE AND DATE**

9.1	Post Title: Accountant (Accounts Section)	Name: (vacant) Sign: Date :
9.2	Head Of Division: Deputy CEO for Treasury Division	Name: Ms Makeleta Siliva Sign:  Date : 8/11/17
9.3	Chief Executive Officer for Finance and National Planning	Name: Ms Pilimilose Balwyn Fa'otusia Sign:  Date : 8/11/17

