

## **Project Accounting Officer**

### **Terms of Reference**

The Project Accounting Officer will be responsible to the Chief Executive Officer for Finance through the Head of Treasury and Manager of CSU. The Officer will be responsible for the compilation and security of all records of receipts and payments and record management of all World Bank funded projects within the Government Centralised financial system. She/He will ensure that all project payments are in accordance with the guidelines under each of the World Bank Group (WBG) Disbursement Guidelines, and for approval by approved Authorizing Officers.

This will be a full-time contract position, initially for two years with opportunities for extension for another 3 years based on performance. The Officer will be based in Nuku'alofa, contracted by the Ministry of Finance and National Planning.

### **Duties**

Prepare and maintain in a timely and coordinated manner for all WB projects:

- the imprest account ledgers and monthly bank reconciliations of Project Government imprest accounts;
- contract logs/monitoring for consultants and civil works contractors;
- ledgers for each grant category by keeping a database for all payments by projects and each category;
- vouchers and cheques for disbursements from Project Imprest Accounts
- adequate accounting records, proper internal control systems, and ensure timely reporting to management;
- monthly and quarterly and annual project accounts report;
- Send out all Transaction Listing from the Sun System (SUN) to each WB project at the end of each month for vote reconciliation;
- monthly reconciliation of project votes with projects;
- Ensure that each transaction is posted to the correct project in SUN and paid from correct project account;
- Ensure correct Transaction Listings are send out to each WB project at the end of each quarter for the IUFR preparation;
- Ensure correct Transaction Listings are send out to each project at the end of each financial year for the Financial Report preparation for the Auditing of each WB projects;

- Ensure Proper filing of all vouchers of WB projects for audit needs and any other request from management or CSU Manager;
- Work together with CSU FMS on closing off projects once PMU are dissolve;
- assist in the preparation of the Quarterly Statements of Receipts and Payments of public funds;
- assist in the preparation of the Government of Tonga Financial Statements at end of each Financial Year;
- Any other duties required and assigned by the Head of Treasury, Supervisor, CSU Manager and/or Secretary for Finance and National Planning.

### **Education and Qualifications of the Accounting Officer (AO)**

Must have a diploma in Accounting, Finance or related field of study from a recognized tertiary institution with at least one-year work experience in government or project accounting. A first degree is an advantage.

### **Skills and Aptitudes**

- Good analytical skills.
- Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint)
- Previous experience involving accounting and business management desirable.
- 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.

### **Personal Aptitudes**

- Good work and Positive attitude
- Highly motivated
- Well organized and hardworking
- Honesty and Integrity
- Highly proactive
- Must be committed to duties allocated, efficiently and effectively.

## **Remuneration**

Attractive and can contact the CSU at telephone 22379 or 28550.