

POST DESCRIPTION		
1	Ministry/Department: Finance and National Planning	
2	Job Title: Financial Analyst, Debt & Assets Section, Financial Framework Division	
3	Level: 9	Post Number: 4
	Location: Nuku'alofa	
4	<p>Purpose:</p> <ul style="list-style-type: none"> • Update and maintain of the CS-DRMS DATABASE of all Government Debts and Liabilities. • Prepare Government Debt and Liabilities Status Reports and related transactions during each financial year. • Prepare Debt Analysis and Management Reports/on a regular basis. • Monitoring weekly debt service payments and also Status of Guarantee Debts. • Perform the Reconciliation of Debt Transactions between Sunsystem and CS-DRMS. • Prepare debt service projections for Medium and Long Term. • Liaise with ministries to obtain information relating to their liabilities and advise related appropriate action to be taken. • Manage Proper and Complete Keeping of Debts Any other duties assigned by the Supervisor, Head of Treasury and the Secretary of Finance And Planning. • Assist in preparing Public Account data and statement 	
	<p>Job Outputs</p> <p><i>Refers to areas of outcome or output.</i></p>	<p>Performance Indicators</p> <p><i>Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i></p>
5.1	<p>Planning</p> <ul style="list-style-type: none"> • Individual Work Plan aligning with Divisional work plan • Weekly plan and progress report 	<ul style="list-style-type: none"> • Approved by Supervisor

5.2	Organizing <ul style="list-style-type: none"> Review the structure of the database & report on an annual basis and recommend improvement to Supervisor 	<ul style="list-style-type: none"> Approved by Supervisor
5.3	Leading <ul style="list-style-type: none"> Provide friendly, clear, and straightforward communication verbal, written, email, and telephone. Develop solution to any encounters faced by division Motivate colleagues to work together to achieve ministry and divisional goals 	<ul style="list-style-type: none"> Meet on a monthly basis as a team (when team is available)
5.4	Controlling <ul style="list-style-type: none"> Prepare monthly, quarterly, and annual Debt Status Report Assist with preparation for Public Account statement Assist with Medium Term Debt Strategy report Evaluate/Analyze Debt Sustainability status Monitor individual on-lent loans comply with loan agreement 	<ul style="list-style-type: none"> Accurate and Complete Report Update Quarterly reports to ministry website within a month's time. Update monthly reports within two weeks after each month
5.5	Technical <ul style="list-style-type: none"> Advise debt service projection weekly Prepare and record loan payments as due 	<ul style="list-style-type: none"> ➤ 100% complete, accurate Report on Weekly/ monthly basis as loans due. ➤ Ensure that amounts and figures are correct and up to date.
5.6	Other duties <ul style="list-style-type: none"> Tasks directed by Head of FFD or the CEO related to division Data requests from other divisions and ministries approved by supervisor or CEO Perform any other duties delegated by CEO or supervisor related to division 	<ul style="list-style-type: none"> ➤ Timeliness and accuracy of carrying out other tasks as directed.
6	Reports Directly to:	Chief Accountant
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, CSDRMS etc. • Must have good public relation and networking skills. • Flexibility to travel and work after hours, as required.
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).
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	Education:	Desirable: Must have a first degree in Accounting or related field of study from a recognized tertiary institution.
7.5	Experience:	Minimum work experience required. Experience in Government Accounting and in using the Sunsystem, Vision and CSDRMS computer programs will be an advantage.
8	Position Competencies	
	Core Behavioral Competencies	Key Performance Standards
	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

		<ul style="list-style-type: none"> ➤ 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>
	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.
	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
	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.
	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

		<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where required.
	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
	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.
	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
	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
	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.
	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
	Management/Supervision (where applicable)	<ul style="list-style-type: none"> ➤ Manages resources effectively and efficiently, ensures effective and improved staff performance

Leadership (where applicable)	<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 ➤ 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.
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ENDORSEMENT WITH NAME, SIGNATURE AND DATE

9.1	Post: Financial Analyst	Name: (vacant) Sign: Date :
9.2	Supervisor: Chief Accountant	Name: Mrs Aivi T. Fakahua Sign: <i>[Signature]</i> Date : ...3/11/2017....
9.3	HoD: Acting Deputy Chief Executive Officer, FFD	Name: Mrs Aivi T. Fakahua Sign: <i>[Signature]</i> Date : ...3/11/2017....
9.4	Chief Executive Officer	Name: Mrs Bālwyn Fa'otusia Sign: <i>[Signature]</i> Date : 3/11/2017