


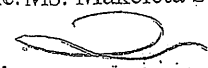
POST DESCRIPTION		
1	Ministry: Ministry of Finance and National Planning	
2	Job Title: Accountant, Development Section, Treasury Division	
3	Band: L	Post Number: 3 Location: MFNP - Nuku'alofa
4	Job Purpose <ul style="list-style-type: none"> • Bank Reconciliation for Government bank accounts • Assist in posting of the general ledger accounts in the sun system • Reconcile of assigned accounts and votes in preparation of Quarterly Summaries of Receipts and Payments of the Public Funds • Reconcile of assigned accounts and votes in preparation of Public Accounts and related schedules • Provide reports and devise control procedures to strengthen the systems of internal control within government and ministries • Provide reports and devise control procedures to strengthen the systems of internal control within government and ministries • Assist in preparation and updating of treasury manual on the accounting systems and internal control process • To carry out any other duties assigned by the Chief Executive Officer for Finance and National Planning 	
	Job Outputs	Performance Indicators
5.1	Planning <ul style="list-style-type: none"> • Assist with the formulation of Divisional AMDP 	<ul style="list-style-type: none"> ➤ Approved by HOD
5.2	Leading Bank reconciliations for assigned Government Bank Accounts. <ul style="list-style-type: none"> • Bank reconciliation statements of bank accounts as at the end of each month. 	<ul style="list-style-type: none"> ➤ 95% Balances agreed to the related Sun Systems records ➤ Prepared within ten (10) working days from end of each month ➤ 95% Complete and Accurate statements approved by HOD ➤ Queries are raised to Bank within 5 working days
5.3	Controlling Provide reports and devise control procedures to strengthen the systems of internal control with government and ministries <ul style="list-style-type: none"> • Regular Reports on any internal control weaknesses and/or system improvements. • Propose change to the system or procedures on specific account areas. 	<ul style="list-style-type: none"> ➤ Compliance with established systems, Policies and procedures. ➤ Improve compliance by Ministries (Projects) with policies and procedures. ➤ System Reports to be provided on a timely basis.

5.4	Technical 1. Process overseas and local payments via bank transfer, preparation of journal entries and posting of the general ledger accounts in the Sun System <ul style="list-style-type: none"> ○ Requesting of normal/spot rates to banks for payments. ○ Confirm payments with relevant <i>valid</i> contract ○ Payments are processed and drop to CAD for urgent delivery to banks. ○ Journal entries are entered into the system on a regular basis. 	<ul style="list-style-type: none"> ➤ Compliance with valid contracts ➤ Check sufficient vote and balance at bank ➤ Payments are accurate and correct. ➤ No more than 3 errors a month ➤ Journal entries are approved and entered into correct accounts. ➤ Complete and Accurate posting of general ledger accounts. ➤ Payments are made on a timely manner. ➤ Journals are posted on a timely basis (within 2 days).
	<ul style="list-style-type: none"> ○ Process redistribution requests for payments. ○ Ledger Accounts are posted. ○ File all payment transfers by projects accordingly. ○ Sending out NRBT monthly statements to respective projects. <p>2. Extracting and Sending out project transactions respective projects when assign</p> <p>3. Processing manual cheques of certain projects' vouchers and payments.</p> <p>4. Creating and submitting Budget Support withdrawal applications to ADB via Client Portal Disbursements (CPD)</p> <p>5. Assist with processing of outer islands transfers.</p> <p>6. Assist with inputting/itemizing fund receipts into the financial system.</p>	<ul style="list-style-type: none"> ➤ Complete and accurate transactions ➤ Send our within two days ➤ 100% accurate cheque details ➤ No more than 2 errors a month ➤ Manual ledger correctly posted to Financial System ➤ 100% Complete and accurate ➤ Submit on a timely manner ➤ Complete and 95% accurate ➤ Process within 2 working days when receive from Management ➤ Journal entries are entered on a timely manner ➤ Journal entries are entered on a timely manner ➤ 100% complete and accurate posting to ledgers ➤ Proper filing of T-8

	<p>7. Assist with processing of development wages/vouchers.</p> <p>8. Assist with gathering/pulling out of files accordingly upon request from audit/external audit or line ministries.</p> <p>9. Reconcile of Assigned accounts and votes in preparation of Quarterly Summaries of Receipts and Payments of the Public Funds</p> <ul style="list-style-type: none"> • A statement of showing the Quarterly Summary of Receipts and Payments of Public Funds • Input gain/loss on all foreign development bank accounts as at the end of each quarter. <p>10. Reconcile of assigned accounts and votes in preparation of the Public Accounts related schedules</p> <ul style="list-style-type: none"> • A Government of Tonga Financial Statements for the year ended. • Schedules to include in the Financial Statements. 	<ul style="list-style-type: none"> ➤ Journal entries are entered on a timely manner ➤ 95% accurate and complete ➤ No more than 3 errors a month ➤ Complete within 2 days ➤ Accurate and 100% complete ➤ Provided by set due date ➤ Complete and accurate accounts of all receipts and payments during the quarter ➤ Compliance with the related requirements of the Public Finance Management Act 2002. ➤ Compliance with related IPSAS standard ➤ Within the deadline stated in the Public Finance Management Act 2002 for each quarter. ➤ Complete and accurate accounts of all receipts and payments ➤ Compliance with the related requirements of the Public Finance Management Act 2002. ➤ Compliance with related IPSAS standard ➤ Within the deadline stated in the Public Finance Management Act 2002.
5.5	<p>To carry out any other duties assigned by the Chief Executive Officer for Finance and National Planning</p> <ul style="list-style-type: none"> • Report (written or oral) • Documentations on duties being assigned 	<ul style="list-style-type: none"> ➤ Complete and accurate performance on such duty ➤ Provided in a timely manner according to any requested timeframe
6	<p>Reports Directly to:</p>	<p>Deputy CEO (Treasury Division) via Chief Accountant (Development)</p>

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 Officer (Word, Excel, Access, PowerPoint etc.) sun system, etc.
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> ➤ Good communication skills. Good command of 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:	<p>Essential: A first degree in Accounting, Finance or related field of study from a recognized tertiary institution</p> <p>Desirable: Diploma in Accounting or related field with at least 3 years of work experience. Knowledge of Sun System and Vision computer programs is desirable.</p>
7.5	Experience:	Experience in Accounting Sun System and additional work experience in accountancy will be an advantage
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
		<ul style="list-style-type: none"> ➤ 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 ➤ 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	Accountant	Name: (vacant) Sign: Date:
9.2	Supervisor: Chief Accountant	Name: Ms. Tu'itamala Vaka Sign:  Date: 8/1/2018
9.3	Deputy CEO – Treasury Division	Name: Ms. Makeleta Siliva Sign:  Date: 8/1/2018
9.4	Chief Executive Officer	Name: Ms. Balwyn Fa'otusia Sign: Date: