

POST DESCRIPTION		
1	Ministry/Department: MOFNP	
2	Job Title: Assistant Accountant, Debt & Asset Management Section	
3	Level: 11/9	Post Number: 4 Location: MOFNP (Nuku'alofa)
4	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>- Assist in preparation of government assets register report, status liabilities report and related transactions during the period</li> <li>- Assist in checking of assets data from ministries &amp; updated into asset register report database</li> <li>- Assist in the preparation of assets analysis and management reports/ on a regular basis</li> <li>- Assist preparation of public tender, assets disposal, transfer, trade-in or write-off &amp; report result to Government Asset Disposal Committee</li> <li>- Liaise with ministries to obtain information relating to their liabilities and assets, and advice related appropriate action to be taken</li> <li>- Assist with preparation and processing of insurance issues when needed</li> <li>- Assist with updating travel reports when required</li> <li>- Assist with preparation and processing of loan payments before due date (domestic, onlent &amp; guarantees) as required</li> <li>- Assist with entering of debt payment transactions into CS-DRMS (Commonwealth Debt Recording &amp; Management System) when required</li> <li>- Any other duties assigned by the supervisor, Head of Assets, Debts Managements or CEO for Finance &amp; National Planning</li> </ul>	
	<ul style="list-style-type: none"> <li>• Assist in the preparation of government assets and liabilities status reports.</li> </ul>	90% accurate and complete status report endorsed by Supervisor
	<ul style="list-style-type: none"> <li>• Assist in checking of assets &amp; updated to the Asset Register database</li> </ul>	90% accurate and complete status report endorsed by Supervisor
	<ul style="list-style-type: none"> <li>• Assist in the preparation of assets analysis and management reports/ on a regular basis</li> </ul>	90% accurate and complete status report endorsed by Supervisor
	<ul style="list-style-type: none"> <li>• Assist preparation of public tender, assets disposal, transfer, trade-in or write-off &amp; report result to Government Asset Disposal Committee</li> </ul>	100% accurate and complete status report endorsed by Supervisor
	<ul style="list-style-type: none"> <li>• Liaise with ministries to obtain information relating to their assets and liabilities, and advice related appropriate action to be taken</li> </ul>	80% accurate and complete status report endorsed by Supervisor

	<ul style="list-style-type: none"> <li>Assist with preparation and processing of loan payments before due date (domestic, onlent &amp; guarantees) as required</li> </ul>	90% accurate and complete status report endorsed by Supervisor
5	Carry out any other duties delegated by the head of Debt & Asset Management or CEO for Finance & National Planning	90% accurate and complete status report endorsed by Supervisor
6	Reports Directly to:	Acting Deputy CEO, FFD
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	Good analytical skills Must have good public relation and networking skills Ability to travel and work after hours would be an advantage
7.2	Communication and Language Skills:	Good communication skills, Good command of both Tongan & English languages (written & spoken)
7.3	Personal Attributes:	Good work attitude; highly motivated; well organized and hardworking; honesty and integrity; loyalty to government; highly proactive; must be committed to duties allocated, efficiently, and effectively
7.4	Education:	Essential: Diploma in Accounting or related field from a recognized institution.
7.5	Experience:	At least 3 years working experience in Government Accounting System.
8	<b>POSITION COMPETENCIES</b>	
	Core Behavioral Competencies	Key Performance Standards
	Change and Innovation	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>➤ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
	Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Actively shares information with appropriate people and checks for</li> </ul>

		<ul style="list-style-type: none"> <li>➤ understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
	Integrity / Accountability	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
	Results Orientation	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks/setbacks to deliver results</li> <li>➤ Identifies problems early and takes appropriate action.</li> <li>➤ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>➤ Is open with other team members about his/her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>➤ Accepts responsibility for</li> </ul>

		<p>mistakes, apologies and makes suitable and timely amends.</p> <ul style="list-style-type: none"> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
	Building individual capacity	<ul style="list-style-type: none"> <li>➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</li> <li>➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>➤ Embraces and adapts to changing work environment</li> </ul>
	Judgment	<ul style="list-style-type: none"> <li>➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
	Promotion of equity and equality	<ul style="list-style-type: none"> <li>➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>
	Management/Supervision (where applicable)	<ul style="list-style-type: none"> <li>➤ Manages resources effectively and efficiently, ensures effective and improved staff performance</li> </ul>
	Leadership (where applicable)	<ul style="list-style-type: none"> <li>➤ Develops and communicates vision and translates these into clear objectives</li> <li>➤ Builds and sustains a motivated team</li> <li>➤ Leads by example</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Inspires a shared commitment</li> <li>➤ Articulates a clear vision for the future</li> <li>➤ Considers the 'big picture' and longer term imperatives</li> <li>➤ Empowers others to take responsibility through a deep sense of commitment and ownership.</li> </ul>
9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Assistant Accountant	Name: (vacant) Sign:  Date:
9.2	Supervisor: A/Deputy CEO	Name: 'Aivi T. Fakahua Sign: .....  Date: ..... 3/11/2017 .....
9.3	Head of Division: Deputy CEO	Name: 'Ana Fakaola Lemani Sign: .....  Date: ..... 3/11/2017 .....
9.4	Executive Officer for Finance & National Planning	Name: Balwyn Fa'otusia Sign: .....  Date: ..... 3/11/2017 .....

