

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance	
2	Job Title: Accountant, Account Section, Treasury Division	
3	Band: L	Post Number: 1 Location: MOFNP (Nuku'alofa)
4	<p>Purpose:</p> <ul style="list-style-type: none"> • Prepare of Bank Reconciliations statements of all government bank accounts allocated by Account Supervisors • Prepare of Journals and posting of the general ledger accounts in the sun systems • Checking and reconciliation of all Government Emergency Fund Account • 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 the end of each financial year • Assist in the preparation and updating of the Treasury manual on the accounting systems and internal control procedures • Prepare and update FX Levy Template for Reporting of Financial Institutions • Check Monthly Levy Reports and Post Journals in Sun-System • Prepare official letters regarding, levy, responses to Governor, responses to queries to Line Ministries, responses to Treasury requests to CEO, new accounts, transfer funds, authorizing signatories and others. • Check Bank Reconciliations 	
	OUTPUTS	Performance Indicators
5.1	<p>Planning</p> <ul style="list-style-type: none"> • Assist with developing relevant plan for the Account Section (Account monthly work plan, Corporate plan, Annual Management Plan, Weekly plan, budget Actual and forecast) 	<ul style="list-style-type: none"> ➤ Draft Submitted to the Head of Account Section (Chief Accountant) by 1st week of every month ➤ Approved by Head of Treasury 2nd week of every month
	<p>Organizing</p> <ul style="list-style-type: none"> • Assist Chief Accountant to Develop/Review criteria for how to manage accounting, providing central services to MDAs for the financial records, payments and receipts of Revenue • Also assist Chief Accountant to develop reports and devise control procedures to strengthen the system of internal control within MDAs. 	<ul style="list-style-type: none"> ➤ Update internal control processes & report to Chief Accountant on a quarterly basis if there is a weakness identified in the current processes ➤ Ensure MDAs 100% compliance with relevant Constitution and Financial legislations
	<p>Leading</p> <ul style="list-style-type: none"> • Conduct monthly meeting with Assistant Accountant and Team Leader and make sure that they carry our AccoWIt Section monthly work plan accordingly. Also account staff understands their role, their contribution to the overall output of the Division. 	<ul style="list-style-type: none"> • At least twice per quarter with evidence of the meeting and AA working progress to Supervisor
	<p>Controlling</p> <ul style="list-style-type: none"> • Develop and report to Supervisor more efficient ways to meet set tasks and targets 	<ul style="list-style-type: none"> ➤ Submit draft checklist for the quarterly summary preparation with 80% accuracy to Supervisor

5.2	<p>Technical</p> <ul style="list-style-type: none"> • Preparation of bank reconciliations statements of all government bank accounts allocated by Account Supervisors 	<ul style="list-style-type: none"> ➤ Submit Bank Reconciliation Statement to supervisors for checking and approval 2 weeks after the reconciled month ➤ Senior Accountants or Team Leader should check bank reconciliation Statement and endorse after 2 days from receiving the statements ➤ Chief accountant should authorize Statements after 2 days from receiving the statements
	<ul style="list-style-type: none"> • Preparation of journals and posting of the general ledger accounts in the sun system 	<ul style="list-style-type: none"> ➤ Journal Entries are entered into the system and posted on a regular basis ➤ Complete and Accurate posting on general ledger account
	<ul style="list-style-type: none"> • Checking and reconciliation of all Government trust accounts allocated by Supervisors 	<ul style="list-style-type: none"> ➤ 80% compliance with approved Trust Account Reconciliation preparation timeline ➤ Submit Trust Accounts Reconciliation to supervisors for checking and approval 2 weeks after the reconciled month ➤ Senior Account or Team Leader should check Trust Account reconciliation and endorse after 2 days from receiving the reconciliation
	<ul style="list-style-type: none"> • Assist in the preparation of the quarterly statements of receipts and payments of public funds 	<ul style="list-style-type: none"> ➤ Quarterly Statement of Receipts and Payment of Public Fund should send to the Office of the Auditor General within one month of the end of each quarter ➤ Compliance with the related requirements of Public Finance Management Act, 2002 ➤ Compliance with Generally accepted accounting practice and IPSAS ➤ Prepare and complete accurate accounts and get a Qualified Audit Certifications from Audit
	<ul style="list-style-type: none"> • Assist in the preparation of the government of Tonga financial statements at end of each financial year 	<ul style="list-style-type: none"> ➤ Government of Tonga Financial Statements for the year ended should be completed and send to the Office of the Auditor General within 6 months after the end of the Financial Year ➤ Compliance with the related requirements-of Public Finance Management Act 2002 ➤ Compliance with Generally accepted accounting practice and IPSAS ➤ Prepare and complete accurate accounts and Schedules ➤ Unqualified Audit Opinion on the Financial Statements

	<ul style="list-style-type: none"> • Prepare/Run the Quarterly Report of each Qtr 3 weeks after each Qtr has passed 	<ul style="list-style-type: none"> ➤ Accurate, complete and submitted to Supervisor on the specified timeline
	<ul style="list-style-type: none"> • Check all FX Levy Reports for accuracy and compliance 	<ul style="list-style-type: none"> ➤ Checking must be done 2 weeks from receiving the FX levy report in soft copy
	<ul style="list-style-type: none"> • Deal with all issues arising with regards to the FX Levy 	<ul style="list-style-type: none"> ➤ Report to CEO on the issues arising and complete all queries with 85% accuracy and no more than 2 complaints in every year
	<ul style="list-style-type: none"> • Any other tasks delegated by Chief Executive Officer for Finance & National Planning 	<ul style="list-style-type: none"> ➤ 80% accurate and complete and meet specified
6	Reports Directly to:	Head of Account Section (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, and Access. PowerPoint etc), Sun System etc • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantages • Good Communication skills. Fluent in both Tongan and English languages (Written and spoken). • Good Problem Solving Skills, • Good time Management skills • Good Customer Service Skills
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good clear and understandable written communications, • Good clear and understandable verbal communications
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Results driven • Desire for high performance • Willing to work overtime
7.4	Education and Experience	<ul style="list-style-type: none"> • Must have first degree in Accounting or relevant field from a recognized tertiary institution with up to 3 years work experience in Accounting of similar role; OR • Diploma in Accounting or relevant field from a recognized tertiary institution with 5 years work experience in similar role.
POSITION COMPETENCIES		
8	Core Behavioural 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 ➤ Focuses on benefits and ways of overcoming obstacles.
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
9.	The salary is at Band L of the Public Service salary structure with a minimum of \$19,490 to a Maximum of \$29,230. Annual increment will be performance based. Entry point will depend on qualification and work experience	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Post Title: Accountant	Name: Vacant Sign: Date :

10.2	<i>Supervisor: Chief Accountant</i>	Name: Vacant Sign: Date :
10.3	Deputy CEO	Name: Mrs. Makeleta Siliva Sign: Date :
10.4	Chief Executive Officer for Finance and National Planning	Name: Mrs. Balwyn Fa'otusia Sign: Date :