

	POST DESCRIPTION	
1	Ministry/Department: Ministry of Finance and National Planning	
2	Job Title: Financial Analyst, Salary Compliance Unit, Salary Section, Treasury Division	
3	BAND:L	Post Number: 4 Location: Nukualofa
4	<p>Purpose:</p> <ul style="list-style-type: none"> • Assist the Assistant Senior Accounting Officer in preparing and designing the Salary Compliance Unit’s work schedules for the financial year • Assist the Assistant Senior Accounting Officer in coordinating the required meetings with the line Ministries and Departments on reconciliation plan • Conduct salary reconciliation with the assigned Ministries, Departments, Retirement Fund Board, Legislative Assembly Retirement Fund and commercial banks • Ensure full compliance with relevant Acts, Regulations and Policies as well as strengthening the internal controls • Maintain accurate, complete and updated database on salary discrepancies and non-compliant payments • Assist the Supervisor in liaising with Retirement Fund Board on a way forward to reimburse the overpaid contributions • Prepare the Salary Reconciliation Quarterly Report • Assist the Supervisor in conducting relevant trainings on policies and related salary issues for the Salary Operation Unit and payroll officers in line Ministries and Departments • Assist the Supervisor in reviewing the relevant policies, internal processes and procedures currently in use within the Salary Section. • Assist the Principal Accountant in preparing analysis and reports for management decision making • Other duties as may be directed by the Supervisor, HOD or CEO 	
5	Outputs	Key Performance Indicator (KPI)
5.1	<p>Planning</p> <ul style="list-style-type: none"> • Assist the Assistant Senior Accounting Officer in preparing and designing the Quarterly Reconciliation Plan for Salary Compliance Unit 	<ul style="list-style-type: none"> • Approved by the Supervisor on the 2nd week of July

5.2	<p>Organizing</p> <ul style="list-style-type: none"> • Assist the Assistant Senior Accounting Officer in coordinating the required meetings with the line Ministries and relevant authority on reconciliation plan • Liaise with Retirement Fund Board a way forward to reimburse the overpaid contributions 	<ul style="list-style-type: none"> • Submit reconciliation plan on the 1st week of the quarter to the Supervisor • Maintain a database on reimbursement of overpaid contributions
5.3	<p>Leading</p> <ul style="list-style-type: none"> • Conduct salary reconciliation with the assigned Ministries, Departments, Retirement Fund Board, Legislative Assembly Retirement Fund and commercial banks • Ensure full compliance with relevant Acts, Regulations and Policies as well as strengthening the internal controls 	<ul style="list-style-type: none"> • Maintain an updated database on daily reconciliation • Maintain a database on the level of compliance on payroll vouchers on the assigned Ministries and Departments
5.4	<p>Technical</p>	
	<ul style="list-style-type: none"> • Prepare the Salary Reconciliation Quarterly Report • Assist the Supervisor in reviewing internal processes and procedures currently in use within the Section. • Create and maintain a database on salary discrepancies and non-compliant payments on the assigned Ministries and Departments • Assist the Supervisor in conducting relevant trainings on policies and related salary issues for the Salary Operation Unit and payroll officers in line Ministries and Departments • Assist the Principal Accountant in preparing analysis reports for management decision making 	<ul style="list-style-type: none"> • Submit to the Supervisor within 2 weeks after the quarter. • Updated database on discrepancies and non-compliant payments • Timeliness, accuracy and informative content of analysis and reports submitted to management • Prior discussions with Principal Accountant on the issues compiled and materials prepared for the trainings • Timeliness, accuracy and informative contents of the information provided to the Principal Accountant

5.5	<ul style="list-style-type: none"> Carry out any other duties as may be directed by the HOD or CEO such as attend meetings/trainings, official travel, acting on higher positions when necessary etc 	<ul style="list-style-type: none"> Timeliness and accuracy of carrying out other tasks as directed
6	Reports Directly to:	Principal Accountant
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> Good analytical skills & programming skills Good computer skills Must have good public relation and networking skills
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) Must have good public relation and networking skills
7.3	Personal Attributes:	<ul style="list-style-type: none"> Honest and integrity Good work attitude Highly motivated and proactive Well organized and hard working Must be committed to duties allocated, efficiently and effectively Ability to travel and work after hours would be an advantage
7.4	Education:	<ul style="list-style-type: none"> Must have a first degree in Accounting or relevant field from a recognized tertiary institution with up to 3 years of work experience in Accounting or similar role; <p>OR</p> <ul style="list-style-type: none"> Diploma in Accounting or relevant field from a recognized tertiary institution with 5 years of work experience in similar role.
7.5	Experience:	Working experience is desirable but not necessary.
8	CORE COMPETENCIES	
8.1	Change and Innovation	<ul style="list-style-type: none"> Able to handle changing conditions Seeks innovative solutions and process to solve problems
8.2	Interpersonal Skills	<ul style="list-style-type: none"> Inclusive, open to diversity Shares skills and mentors staff Facilitates cooperative working and limits negative attitudes Resolves personal differences

8.3	Integrity / Accountability	<ul style="list-style-type: none"> • Maintains confidentiality and avoids gossip • Responsible for using government resources responsibly • Accountable to the Principal Auditor while treating staff with integrity
8.4	Results Orientation	<ul style="list-style-type: none"> • Fully understands the results chain and its application to plans, policies and projects • Clearly articulate outcomes and outputs • Clearly articulate SMART KPIs and handle the associated data • Good analytical and policy formulation skills with clear recommendations
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> • Facilitates team working and collaboration drawing on individual skills
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> • Listens to customers' needs and finds ways to improve service delivery
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> • Listens and presents respectfully • Speaks clearly and articulately and able to present a logical well-reasoned argument
8.8	Building individual capacity	<ul style="list-style-type: none"> • Able to admit when he doesn't know, but know where to find out • Promote a learning and questioning environment • Provide mentoring and coaching of staff and promote all staff to apply these at all levels • Committed to self-development and learning
8.9	Supports the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> • Have a clear understanding of the ministry's mandate, outcomes and outputs • During design stage provide sound supportive agreements to improve outputs, policies, plans, projects • Once a policy decision has been made make best effort to implement it (while preparing for possible foreseeable problems)
8.10	Judgment	<ul style="list-style-type: none"> • Evidenced based (none emotional wishful) analysis and decision making
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> • Non-discriminative, fair and honest treatment of all • Encourage more shy staff to engage

9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Financial Analyst	Name: Fane Movete Sign: Date:
9.2	Principal Accountant	Name: Letisia Afu Sign: Date:
9.3	Deputy Chief Executive Officer	Name: Makeleta Siliva Sign: Date:
9.4	Chief Executive Officer	Name: Pilimilose B. Fa'otusia Sign: Date: