

| | |
|------------------------------------|---|
| Ministry: | Ministry of Finance |
| Division: | Financial Framework Division (FFD) |
| Location: | SGGB (Nuku'alofa) |
| Job Title: | Assistant Accountant |
| Position Number: | FIN08202111100110006 |
| Reports to: | Supervisor Asset Management Section, FFD or (Acting DCEO FFD) |
| Band: | M |
| Salary: | \$15,120 - \$22,680 |
| Job Purpose | <p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities • More reliable, safe and affordable information and communication technology used in more innovative ways • Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <ul style="list-style-type: none"> • To assist the Asset Management Team in ensuring that all government fixed assets are completely accounted for and are compliant, accurate according to policies and instructions: |
| Accountabilities / Outcomes | <ul style="list-style-type: none"> • Assist in checking assets conditions and accounting for assets • Assist in preparing asset counting reports and spot checks of assets • Assist in preparing documents and releasing of disposed assets • Assist in delivering asset circulations to GADC and others as relevant • Assist in filing asset vouchers and proper filing of them • Carry out any other duties as may be directed by the Supervisor, Head of Division or CEO for Finance |
| Person Specification | |
| Skills and Abilities | <p>Mandatory:</p> <ul style="list-style-type: none"> • Must have good public relation and networking skills |

| | |
|--------------------------------------|---|
| | <ul style="list-style-type: none"> • Good computer skills and well versed with appropriate computer programs such as Microsoft Officer Word, Excel, Meridian, etc. • Good communication skills. Fluent in both Tongan and English languages (written & spoken) • Ability to work after hours would be an advantage • Honestly, trustworthy and reliable • Accurate and quick to learn • Hard working, highly motivated & always proactive • Punctual and committed to schedules and deadlines • Well organized and can maintain confidentiality of information Friendly and team player |
| Qualifications and Experience | <p>Mandatory:</p> <ul style="list-style-type: none"> • Relevant Diploma Level 5/6 TNQAB framework +up to 2 years relevant work experience. • Relevant certificate level 4/trade/technical qualification + 2 years relevant work experience. • Current employee in Government with 2 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years). |
| Authorised by (sign and date) | |
| Supervisor | <p>Name: Mr 'Asisi Po'u'hila</p> <p>Signature & Date:</p> |
| Acting/Deputy CEO/ HOD-FFD | <p>Name: Ms. 'Ilaisaane Ve'a</p> <p>Signature & Date:</p> |
| A/CEO for Finance | <p>Name: Ms. Pisila 'Otunuku</p> <p>Signature & Date:</p> |
| Employee | <p>Name: Vacant</p> <p>Signature & Date:</p> |