

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Finance Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Accountant
<b>Position Number:</b>	FIN08104211100110004
<b>Reports to:</b>	Head of Finance Section
<b>Band:</b>	L
<b>Salary:</b>	\$19,490 – \$29,230
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ol style="list-style-type: none"> <li>1. To assist the Head of Division (HOD) in the preparation implementation and monitoring and evaluation of the Ministry performance against the approved budget in the relation to the Corporate Plan</li> <li>2. To ensure compliance of Ministry Budget performance against the public Financial Management Act Treasury Instructions Public Service Commission</li> <li>3. Ensure timely reporting to HOD in relation to Ministry Budget, and other financial operation of the Ministry</li> <li>4. Ensure proper database and records management is in place</li> </ol>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Assist the Head of Section develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast)</li> </ol> <p><b>Organizing</b></p> <ol style="list-style-type: none"> <li>1. Assist the Head of Section develop/Review and document efficient internal systems for managing correspondences, submissions and gazette.</li> </ol>

	<p><b>Leading</b></p> <ol style="list-style-type: none"> <li>1. Communicating</li> <li>2. Motivating</li> <li>3. Developing</li> </ol> <p><b>Controlling</b></p> <ol style="list-style-type: none"> <li>1. Monitoring</li> <li>2. Evaluating</li> <li>3. Correcting</li> <li>4. Reporting</li> </ol> <p><b>Technical</b></p> <ol style="list-style-type: none"> <li>1. Assist to monitor the implementation of the budget Process and Government General Fund (GGF) expenditure payments</li> <li>2. Assist to provide financial reports to monitor performance against approved budget</li> <li>3. Process Salary, Overtime and Acting for Ministry's Staff.</li> <li>5. Report Overpayments, Overtimes</li> <li>6. Process Payment and Report on Overseas Contributions and Subscriptions,</li> <li>7. Comply with file management procedures and good records keeping procedures.</li> <li>8. Assist with GPO Reconciliation.</li> <li>9. To carry out any other duties assigned by Supervisor, HOD and CEO.</li> </ol>
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**Person Specification**

<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good analytical skills</li> <li>• Good computer programming Skills</li> <li>• Good Communication skills. Good command of both Tongan and English languages (written and spoken).</li> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honest</li> <li>• Loyalty to government</li> <li>• Efficient. Effective and committed to duties.</li> </ul> <p><b>Desirable:</b></p> <p>Teamwork and innovative.</p>
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<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Relevant Degree plus up to 3 years relevant work experience</li> <li>• Relevant Diploma certificate with at least 3 years relevant work experience.</li> </ul> <u><b>Qualification acceptable for this role must be in Accounting or Professional Accounting from a recognised educational institution</b></u> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Worked with Sun-System or some relevant Accounting Programme.</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	Name: Ms. Losaline ‘Afeaki  Signature & Date:.....
<b>Deputy Secretary / HOD</b>	Name: Mrs. Gladys Fukofuka  Signature & Date: .....
<b>A/CEO for Finance</b>	Name: Ms. Pisila ‘Otunuku  Signature & Date: .....
<b>Employee</b>	Name: Vacant  Signature & Date: .....

