

Ministry:	Ministry of Finance
Division:	Sub Treasury 'Eua, Treasury Division (TOD)
Location:	'Eua
Job Title:	Clerk Class I
Position Number:	
Reports to:	Sub-Treasurer 'Eua
Band:	O
Salary:	\$10,080 - \$15,120
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> <p>The Clerk Class I of Sub-Treasury, 'Eua, will be responsible for the following:</p> <ul style="list-style-type: none"> • Cashier • Prepare weekly returns • Government revenue receipts and expenditure vouchers
Accountabilities / Outcomes	<p>Core Duties</p> <ul style="list-style-type: none"> • Pay out all expenditure vouchers including wages payment vouchers and any other authorized payments • Issue receipts on all cash or cheques paid in directly to Sub-Treasury • Final check all expenditure vouchers and supporting documents before cash payment • Prepare summary of daily cash balance to be reconciled with Cash Book • Report to Sub-Treasurer on daily cash balance and request for top-ups when required <p>Daily register of vouchers into Cash Book</p>

	<ul style="list-style-type: none"> • Prepare government expenditure vouchers for line ministries. • Ensuring expenditure voucher prepared is consistent with authorized purchase order and invoice. • Ensuring votes on expenditure vouchers do exist in the approved Estimates • Assist in preparing the weekly returns to be submitted to Treasury -Tongatapu. • Regular reporting to supervisor on any issues regarding performed duties. • Carry out any other duties as may be directed by the Head of Treasury Division or the CEO for Finance
Person Specification	
Skills and Abilities	Mandatory: <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, etc) • Fluent in both English & Tongan languages. • Honest, Loyal, Hardworking
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> • Certificate level 4 + 1 years' work experience • Form 7 or equivalent of Certificate level 3 + 4 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience • Current TPS employee with 5 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	Name: Mr. Siosifa Lakalaka Signature & Date:
Deputy CEO/ HOD- TOD	Name: Mrs. Makeleta Siliva Signature & Date:
A/CEO for Finance	Name: Mrs Pisila Matafahi 'Otunuku Signature & Date:
Employee	Name: vacant Signature & Date:

