

Ministry:	Ministry of Finance
Division:	Debt Management Section, Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Financial Analyst, Financial Framework Division (FFD)
Position Number:	FIN08301211100110005
Reports to:	Acting Deputy CEO (FFD)
Band:	L
Salary:	\$20,075 - \$30,107
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"> • Update and maintain of the CS-DRMS DATABASE of all Government Debts and Liabilities. • Prepare Government Debt and Liabilities Status Reports, Asset Analysis and Management Reports and related transactions on a regular basis during each financial year. • Prepare Debt Analysis and Management Reports on a regular basis. • Monitoring weekly debt service payments and also Status of Guarantee Debts. • Perform the Reconciliation of Debt Transactions between Sun system and CS-DRMS. • Prepare debt service projections for Medium and Long Term. • Liaise with ministries to obtain information relating to their assets and liabilities and advise related appropriate actions to be taken. • Manage Proper and Complete Keeping of Debts and any other duties assigned by the Supervisor, Head of Treasury and the Secretary for Finance. • Assist in preparing Public Account data and statement

Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> • Individual Work Plan aligning with Divisional work plan • Weekly plan and progress report <p>Organizing</p> <ul style="list-style-type: none"> • Review the structure of the database & report on an annual basis and recommend improvement to Supervisor <p>Leading</p> <ul style="list-style-type: none"> • Provide friendly, clear, and straightforward communication verbal, written, email, and telephone. • Develop solution to any encounters faced by division • Motivate colleagues to work together to achieve ministry and divisional goals <p>Controlling</p> <p>Carrying out the operation of the Asset Management Section</p> <ul style="list-style-type: none"> • Government Assets & Status Reports • Asset Analysis reports on certain issues • Files & Records relating to government assets <p>Carrying out the operation of the Debt Management Section</p> <ul style="list-style-type: none"> • Prepare monthly, quarterly, and annual Debt Status Report • Assist with preparation for Public Account statement • Assist with Medium Term Debt Strategy report • Evaluate/Analyze Debt Sustainability status • Monitor individual on-lent loans comply with loan agreement <p>Technical</p> <ul style="list-style-type: none"> • Advise debt service projection weekly • Prepare and record loan payments as due <p>Other duties</p> <ul style="list-style-type: none"> • Tasks directed by Head of FFD or the CEO related to division • Data requests from other divisions and ministries approved by supervisor or CEO • Perform any other duties delegated by CEO or supervisor
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <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, Access, and PowerPoint etc.), Sun System, Vision, CSDRMS etc. • Must have good public relation and networking skills.

	<ul style="list-style-type: none"> • Flexibility to travel and work after hours, as required. • Good communication skills. Fluent in both Tongan and English languages (written and spoken).
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Relevant degree + up to 3 years' work experience • Relevant diploma + 3 years' relevant work experience • Relevant certificate/trade/technical qualification + 5 years' experience in a similar role <p>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)</p>
Authorised by (sign and date)	
Deputy CEO/ HOD-FFD	<p>Name: Mrs. Aivi Telefoni Fakahua</p> <p>Signature & Date:</p>
CEO for Finance	<p>Name: Kilisitina Tuamei'api</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>