

POST DESCRIPTION		
1	<b>Ministry: Finance &amp; National Planning</b>	
2	<b>Job Title:</b> Accounting System Administrator, Financial Policy, Financial Framework Division	
3	<b>Level:</b> L	<b>Post Number:</b> 4 <b>Location:</b> Head Office
4	<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• Administer the Government Financial Management System</li> <li>• To check the quality of all transactions input into the System</li> <li>• To train and monitor Users of Accounting System</li> <li>• To provide help desk support for all Users of the Accounting System</li> <li>• Design and format all reports according to requirements from HoD</li> <li>• Extract and prepare all requested reports from the Systems</li> </ul>	
5	<b>Job Outputs</b> <ul style="list-style-type: none"> <li>➤ Provide monthly report from the System on receipts and payments for Line Ministries using the Accounting System</li> <li>➤ procedure manual/help desk support for users of Accounting System</li> <li>➤ Adhoc report from the Accounting System</li> <li>➤ Corrective action in Accounting System</li> </ul>	<b>Performance Indicators</b> 100% accuracy, 100% timeliness, 100% compliance with PFMA and Treasury Instructions
5.1	<b>Planning</b> <ul style="list-style-type: none"> <li>➤ Individual work plan aligning with Financial Policy AMP</li> <li>➤ Training plan for users (including users from line ministries)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Endorsed by HoD</li> </ul>
5.2	<b>Organising</b> <ul style="list-style-type: none"> <li>➤ Database on queries from Users/ adhoc report requested by HoD</li> <li>➤ FFD Electronic filing system established and maintained</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100% accurate and updated</li> </ul>

5.3	<p><b>Leading</b></p> <ul style="list-style-type: none"> <li>➤ Communicating <ul style="list-style-type: none"> <li>• Inform users on area of weakness for improvement</li> <li>• Report to HoD on any internal control weaknesses in the system for improvements</li> </ul> </li> <li>➤ Motivating <ul style="list-style-type: none"> <li>• Inform users on area of strength to be maintained</li> </ul> </li> <li>➤ Developing <ul style="list-style-type: none"> <li>• Provide support to users to improve area of weakness</li> <li>• Implement system setups/ configuration and creating new codes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Area of weakness communicated to users and provide support for improvements</li> </ul>
5.4	<p><b>Controlling</b></p> <ul style="list-style-type: none"> <li>➤ <b>Monitoring</b> <ul style="list-style-type: none"> <li>• Monitor and manage all Users of the Accounting System in regards to user movements. (and lock access when staff is on leave or exiting the service)</li> </ul> </li> <li>➤ <b>Evaluating</b> <ul style="list-style-type: none"> <li>• Quality check of all transactions entered into the SunSystems</li> <li>• Evaluate system process weakness and recommend solution</li> </ul> </li> <li>➤ <b>Correcting</b> <ul style="list-style-type: none"> <li>• Reverse incorrect/cancelled purchase order/vouchers</li> <li>• Void incorrect/cancelled cheques</li> </ul> </li> <li>➤ <b>Reporting</b> <ul style="list-style-type: none"> <li>• Inaccurate transaction identified and reported routinely to users for correction</li> <li>• Monthly report on vote balance and commitment to line ministries for reconciliation</li> <li>• Monthly report on Payments for Overseas/ Domestic Travel</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ SunSystems accessed by legitimate users at all time</li> <li>➤ Questionable transactions checked with users</li> <li>➤ 100% identified errors corrected</li> <li>➤ 100% accurate</li> <li>➤ 100% Line Ministries using SunSystems reconciled with FFD</li> <li>➤ 100% accurate and timeliness</li> </ul>
5.5	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• User Access and Privileges as endorsed by HoD</li> <li>• Design and format adhoc reports requested through HoD</li> <li>• Implement approved system procedures and recommendations from the Auditor/ Treasury</li> </ul>	<ul style="list-style-type: none"> <li>➤ SunSystems accessed only by legitimate users</li> <li>➤ 100% accurate and timeliness</li> <li>➤ 100% implementation of Auditor's recommendations</li> </ul>
5.6	<ul style="list-style-type: none"> <li>➤ Carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO for Finance &amp; National Planning</li> </ul>	<ul style="list-style-type: none"> <li>➤ Timeliness and accuracy of carrying out other tasks as directed</li> </ul>

6	<b>Reports Directly to:</b>	Deputy CEO for Finance & National Planning – Financial Framework Division
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>• Good analytical skills.</li> <li>• Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc), Sunsystem, Vision, etc.</li> </ul>
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> <li>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage.</li> </ul>
7.3	Personal Attributes:	<ul style="list-style-type: none"> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</li> <li>• Highly proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively.</li> </ul>
7.4	Qualification & Experience:	<p>A Bachelor degree in Accounting, Information System or related field</p> <p>OR</p> <p>A Diploma in Accounting, Computer Science or related field with at least three (3) years of relevant work experience in Financial Management and IT services</p>
8	The Salary for the position is at Band L of the Public Service salary structure, ranging from \$19,490 to \$29,230.	