

<b>POST DESCRIPTION</b>		
1	<b>Ministry/Department: MOFNP/TREASURY</b>	
2	<b>Job Title:</b> Financial Analyst/ Payroll Section/ Treasury Operations Division	
3	<b>BAND: L</b>	<b>Post Number:</b> <b>Location:</b> Tungi Colonnade Nukualofa
4	<p><b><u>Purpose:</u></b></p> <ul style="list-style-type: none"> <li>• To assist the Head of Section (HOS) in preparing and designing work-plan for the payroll section</li> <li>• Assist in preparing salary and other related payments on behalf of allocated ministry, ensuring compliance with policies and procedures required in the Public Service commission policy manual, Treasury Instructions (TI) relating to salaries, and any other authoritative directions</li> <li>• Assist HOS in the computations of Transfer Values (TV) and work on a schedule to clear all outstanding TVs</li> <li>• Regular reviewing/monitoring and management of all salary related overpayments and regular reporting to management</li> <li>• Closely liaise with Financial Framework Division (FFD) and Internal Audit Division (IAD) in ensuring all processes within payroll section are in line with policies, TI and any other authoritative directions (strengthen internal controls)</li> <li>• Assist Accounts team in the preparation of the Quarterly Summaries and Public Account</li> <li>• Any other duties assigned by the head of Account, Head of Treasury and/or the CEO of Finance and National Planning.</li> </ul>	
5	<b>Outputs</b>	<b>Key Performance Indicator (KPI)</b>
5.1	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Assist with Developing monthly work-plan for Payroll Section</li> </ol>	<ol style="list-style-type: none"> <li>1. Draft to be submitted to the Supervisor of Payroll by 1<sup>st</sup> week of every month</li> <li>2. Approved by Head of Treasury 2<sup>nd</sup> week of every month</li> </ol>
5.2	<p><b>Organizing</b></p> <ol style="list-style-type: none"> <li>1. Assist the (HOS) in reviewing internal processes and procedures currently in use within the section.</li> </ol>	<ol style="list-style-type: none"> <li>1. Update, review and report to HOS on a regular basis</li> <li>2. Ensure full compliance with relevant Public Service legislation, policies &amp; instructions.</li> <li>3. Timeliness/ accuracy of regular reports submitted to management</li> </ol>

5.3	<b>Leading</b> 1. Initiate meetings with FFD and IAD on any issues with regards to processes and procedures currently in use within the section	1. Regular meetings (fortnightly) with FFD& IAD and reporting to HOS on any issues. 2. Less queries from Payroll Audits.
6	<b>Technical</b>	
6.1	1. Assist in preparing salary and other related payments on behalf of allocated ministry.	1. Normal Salary and related payment vouchers are processed within required timeline 2. Full compliance to established rules, policies and procedures
6.2	2. Assist HOS in the computations of Transfer Values (TV) and work on a schedule to clear all outstanding TVs	1. Timeliness of payment of TVs 2. A decrease in the balance of the Total TVs owed by government
6.3	3. Management of all salary related overpayments and regular reporting to management	1. Regular meetings with LM to minimize overpayments 1. A decrease in the total overpayments
6.4	4. Working closely with FFD and IAD in ensuring all processes within payroll section are in line with policies, TI and any other authoritative directions (strengthen internal controls)	1. Regular meetings with FFD and IAD 2. Less queries and overpayments during payroll processing and payments
6.5	5. Assist Accounts team in the preparation of the Quarterly Summaries and Public Account	3. Timely submission of the Quarterly Summaries and Public Accounts
7	<b>Reports Directly to:</b>	Head of Payroll Section (or Head of Treasury)
8	<b>PERSON SPECIFICATION FOR THIS POST</b>	
8.1	<b>Special Skills:</b>	- Good analytical skills& programming skills - Good computer skills
8.2	<b>Communication and Language Skills:</b>	- Good communication skills, - Good command of both Tongan and English languages.
8.3	<b>Personal Attributes:</b>	- Honest and integrity - Good work attitude - Highly motivated and proactive - Well organized and hard working - Must be committed to duties allocated, efficiently and effectively

8.4	<b>Education:</b>	Must have a first degree in either Accounting, Economics or management (or minor) or related field from a recognized Tertiary Institution.
8.5	<b>Experience:</b>	Working experience is desirable but not necessary.
The Salary for the position is at Band L of the Public Service salary structure, ranging from \$19,490 to \$29,230.		