

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance and National Planning	
2	Job Title: Assistant Accountant, Accounts Section, Treasury	
3	Level: 11/9 Band: M	Post Number: 3 Location: MOFNP, Nuku'alofa
4	Job Purpose <ul style="list-style-type: none"> To prepare bank reconciliations, post journal entries into the general ledger accounts in the Sun system, provide reports and input to devising of internal control procedures 	
5	Job Outputs	Performance Indicators
5.1	Core Duties Prepare bank reconciliations	1. Quantity One account: more than 100 transactions per day. 2. Quality At least 80% completed and accurate report on bank reconciliations. 3. Timeliness Providing reports of each reconciliations for checking in no more than the 3 rd week of the next month.
5.2	Prepare journal entries and post transactions into the Sun System	1. Quantity more than 100 pay-ins per week with no more than 3 complaints per month 2. Quality At least 80% accurate and complete posted transactions into the SunSystems 3. Timeliness Weekly entries of all pay-ins/ salary and outer island pay-ins
5.3	Prepare report on internal control procedures	1. Quantity At least 80% of report on internal control was completed and submitted 2. Quality At least 80% accurate and complete with viable recommendations 3. Timeliness Provide on a weekly basis

5.4	To carry out any other duties assigned by the supervisor, by Head of Treasury, for the CEO for Finance and National Planning	<ol style="list-style-type: none"> 1. At least 80% complete and accurate 2. Meet specified timeline.
6	Reports Directly to:	Chief Accountant
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills & Attitudes:	<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, Power point etc) sun system, etc. • Good communication skills. Good command of both Tongan and English languages (written and spoken)
7.2	Minimum Qualification and Work Experience	<p>-Diploma in Accounting or related field from a recognized institution.</p> <p>-Experience in Accounting SunSystem and additional work experience in accounting will be an advantage.</p>
POSITION COMPETENCIES		
8	Core Behavioral Competencies	Key Performance Standards
8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.

8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures

9	The salary is at Band M of the Public Service salary structure with a minimum of \$15,120 to a maximum of \$22,680. Annual increment will be performance based. Entry point will depend on qualification and work experience.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Position Title: Assistant Accountant	Name: Vacant Sign: Date:
10.2	Supervisor: Chief Accountant	Name: Mrs Toakase Palelei Sign: Date:
10.3	Head of Division: Deputy Secretary for Finance & National Planning	Name: Mrs Makeleta Siliva Sign: Date:
10.4	Chief Executive Officer for Finance and National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date: