

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance and National Planning	
2	Job Title: Assistant Accountant, Checking Section, Treasury Division	
3	Level: 11/9 Band: M	Post Number: 3 Location: MOFNP, Nuku'alofa
4	Job Purpose <ul style="list-style-type: none"> To manage the voucher management system (VMS) database and assist processing/ disbursement of cheque payments 	
5	Job Outputs	Performance Indicators
5.1	Core Duties Update the VMS (Voucher Management System), registering all incoming vouchers from MDAs and all paid vouchers	1. Quantity Average no. of incoming vouchers and paid vouchers 2. Quality At least 80% completed and accurate 3. Timeliness Update on a daily basis
	Run reports from VMS database for management	1. Quantity No. of reports requested by management 2. Quality At least 80% accurate and complete report from VMS 3. Timeliness Meet specified timeline
	Reconcile all incoming vouchers with paid/ queried vouchers	1. Quantity No. of vouchers reconciled 2. Quality At least 80% accurate and complete report on reconciliation 3. Timeliness Provide on a weekly basis
	Check that paid vouchers are send to filing officer	1. Quantity No. of vouchers checked 2. Quality At least 80% accurate and complete report on filed vouchers 3. Timeliness Provide on a weekly basis

	Liaise with IT Division to ensure regular back-ups of VMS	-Confirm daily backups and report to supervisor
	Assist in processing cheque payments	1.Quantity No. of cheque processed 2.Quality At least 80% accurate and complete cheque processed 3.Timeliness Meet specified timeline for processing of cheque
	Assist with counter customer service	1. Quantity No. of cheque disburse to supplier No. of customers with queries attended to 2.Quality At least 3 complaint 3.Timeliness Timely attendance to customer at the counter
5.2	To carry out any other duties assigned by the supervisor, by Head of Treasury, for the CEO for Finance and National Planning	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	-Diploma in Accounting or related field from a recognized institution. -Experience in Accounting SunSystem and additional work experience in accounting will be an advantage.
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 ➤ Focuses on benefits and ways of overcoming obstacles.
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 Accounting Officer	Name: Mr Taulango Manukeu 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: