

POST DESCRIPTION			
1	Ministry/Department: Finance and National Planning		
2	Job Title: Financial Analyst, Debt & Assets Section, Financial Framework Division		
3	Level: 9 Band: L	Post Number: 4	Location: Nuku'alofa
4	<p><u>Purpose:</u></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 and related transactions 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 Sunsystem and CS-DRMS. • Prepare debt service projections for Medium and Long Term. • Liaise with ministries to obtain information relating to their liabilities and advise related appropriate action to be taken. • Manage Proper and Complete Keeping of Debts Any other duties assigned by the Supervisor, Head of Treasury and the Secretary of Finance And Planning. • Assist in preparing Public Account data and statement 		
	Job Outputs		Performance Indicators
	<i>Refers to areas of outcome or output.</i>		<i>Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i>
5.1	<p>Planning</p> <ul style="list-style-type: none"> • Individual Work Plan aligning with Divisional work plan • Weekly plan and progress report 		<ul style="list-style-type: none"> • Approved by Supervisor

5.2	Organizing <ul style="list-style-type: none"> Review the structure of the database & report on an annual basis and recommend improvement to Supervisor 	<ul style="list-style-type: none"> Approved by Supervisor
5.3	Leading <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 	<ul style="list-style-type: none"> Meet on a monthly basis as a team (when team is available)
5.4	Controlling <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 	<ul style="list-style-type: none"> Accurate and Complete Report Update Quarterly reports to ministry website within a month's time.
5.5	Technical <ul style="list-style-type: none"> Advise debt service projection weekly Prepare and record loan payments as due 	<ul style="list-style-type: none"> ➤ At least 80% complete, accurate. ➤ Report on Weekly/ monthly basis as loans due.
5.6	Other duties <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 	<ul style="list-style-type: none"> ➤ At least 80% complete and accurate. ➤ Meet specified timeline.
6	Reports Directly to:	Chief Accountant
7	PERSON SPECIFICATION FOR THIS POST	

7.1	Special Skills:	<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, PowerPoint etc), Sunsystem, Vision, CSDRMS etc. • Must have good public relation and networking skills. • Flexibility to travel and work after hours, as required. • Good communication skills. Fluent in both Tongan and English languages (written and spoken).
7.2	Minimum Qualification and Experience:	<p>Must have first degree with either an Accounting or Economics major or related fields of study from a recognized tertiary institution.</p> <p>Experience in Government accounting or Treasury work and use of related software systems or additional work experience in accountancy or economics analysis, 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 L of the Public Service salary structure with a minimum of \$19,490 to a maximum of \$29,230. Annual increment will be performance based. Entry point will depend on qualification and work experience.	

10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Post Title: Financial Analyst	Name: (Vacant) Sign: Date :
10.2	Supervisor: Chief Accountant	Name: Mrs ‘Aivi Fakahua Sign: Date :
10.3	HoD: Acting Deputy Chief Executive Officer, FFD	Name: Mrs ‘Ana F. Lemani Sign: Date :
10.4	Chief Executive Officer	Name: Mrs Balwyn Fa’otusia Sign: Date :

Note:

- Highlighted sections requires insertion of details as appropriate.
- Examples have been given as an indication of what may be required in that particular field.