

POST DESCRIPTION		
1	Ministry of Finance & National Planning	
2	Job Title: Senior Financial Analyst, Debt & Asset Management Section, Financial Framework Division	
3	Level: 7 – Band J	Post Number: 3 Location: TC Bldng
4	Job Purpose <ol style="list-style-type: none"> 1. Proper monitor of Public Debts, Liabilities, Debt Services and Government Assets 2. Updating and maintenance of the database for all Government debts known as CS-DRMS (Commonwealth Secretariat Debt Recording & Management System) 3. Checking and confirming of the Government Debt status and related transactions during a defined period of time. 4. Report on analysis of public debts and assets position 5. Report on analysis of debt and asset management 6. Assist in monitoring of Government Assets position 7. Liaise with Ministries to obtain information relating to their liabilities and assets 8. Provide information for Policy Advice to Government on Debt, liabilities, repayments and assets 9. Proper record keeping of debts and assets records 10. Perform any other duties directed by Chief Executive Officer or immediate supervisor 	
	Job Outputs <i>Refers to areas of output for position</i>	Performance Indicators <i>Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i>
5.1	Planning <ul style="list-style-type: none"> ➤ Individual work plan ➤ Weekly work plan and progress reporting ➤ Training plan to update support staff skills and knowledge 	<ul style="list-style-type: none"> ➤ 100% complete, accurate, timely and endorsed by Supervisor
5.2	Organising <ul style="list-style-type: none"> ➤ Recommendation to supervisor on staff structure/ role delineation of improvement of service delivery 	<ul style="list-style-type: none"> ➤ 100 % complete, accurate, timely and endorsed by Supervisor

5.3	<p>Leading</p> <ul style="list-style-type: none"> ➤ Communicating <ul style="list-style-type: none"> - Government Public Debt Status Reports - Government Assets & Liabilities Reports - Debt & Asset Analysis report/s on specified issues - Draft Letters/Savingram for CEO pertaining to debt & asset management - Prepare submissions to Cabinet as direction from Minister ➤ Motivating <ul style="list-style-type: none"> - Provide feedback to supporting staff - Provide feedback to customers ➤ Developing <ul style="list-style-type: none"> - Train support staff on areas for improvements and to avoid staff turnover 	<ul style="list-style-type: none"> ➤ 100 % complete, accurate and timely. Endorsed by Supervisor/CEO ➤ Written feedback provided to support staff and customers ➤ Support staff trained
5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Monitoring <ul style="list-style-type: none"> - monitor of Government debts, liabilities, repayments and assets and provide report for policy advice ➤ Evaluating <ul style="list-style-type: none"> - Evaluate external/domestic debt and debt service (revenue) and report on a quarterly basis ➤ Correcting <ul style="list-style-type: none"> - Check and correct data entered into CS-DRM ➤ Reporting <ul style="list-style-type: none"> - Draft quarterly debt bulletin - Draft annual debt bulletin - Updating of MTDS 	<ul style="list-style-type: none"> ➤ 100% Accurate, complete and meet specified timeline ➤ 100% accurate and complete data in CS-DRM ➤ Draft quarterly debt bulletin endorsed by Supervisor

5.5	<p>Technical</p> <ul style="list-style-type: none"> ➤ Monthly Report on Debt Sustainability Analysis (DSA) Debt Ratios ➤ Quarterly Report on : <ul style="list-style-type: none"> -status of Government guaranteed debt on a quarterly basis -Total public public disbursed outstanding debt -External debt covering main creditors, main outstanding loan currency denomination, significant movement of pa'anga, depreciation of pa'anga -Domestic debt with main bond holders -Total debt service (expenditure) -Total on-lent loans -Total guaranteed dept -Debt sustainability analysis (Public Debt to GDP/other indicators) 	<ul style="list-style-type: none"> ➤ 100% Accurate, complete and meet specified timeline.
5.6	<ul style="list-style-type: none"> ➤ perform any other duties as may be directed by the CEO for Finance & National Planning or Supervisor 	<ul style="list-style-type: none"> ➤ Timeliness and accuracy of carrying out other tasks as directed
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, CS-DRMS etc. • Good communication skills, and fluent in both Tongan and English languages (written and spoken) • Must have good public relations and networking skills • Flexibility to travel and work after hours, as required • Willing to learn and work as a team leader

7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Fluent in both English and Tongan. • Excellent letter/email writing skills. • Good reporting writing skills in English and Tongan. • Proficient in the use of MS Word, Excel and Power point. • Good Listening and speaking skills both in Tongan and English
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work aptitude • Well organized and hardworking • Honesty and integrity • Highly proactive • Use of own initiatives • Must be committed to duties allocated, efficiently and effectively
7.4	Minimum Qualification & Work Experience:	<p>-Bachelor Degree in Accounting or Economics or relevant field from a recognized tertiary institution</p> <p>-At least three (3) years of work using SunSystems, Vision or CS-DRMS computer programs or relevant work experience</p> <p>-Additional work experience in accountancy or economics analysis will be an advantage</p>
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Senior Financial Analyst	Name: Vacant Sign: Date :
8.2	Supervisor: Chief Accountant	Name: `Aivi Fakahua Sign: Date :
8.3	Head of Division: Deputy Secretary for Finance & National Planning	Name: Pisila `Otunuku Sign: Date :
8.4	A/ Chief Executive Officer for Finance & National Planning	Name: `Aholotu Palu 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.