

POST DESCRIPTION		
1	Ministry: Finance & National Planning	
2	Job Title: Clerk Class 1, Sub-Treasury Ha'apai, Treasury Division	
3	Level: 13/12 Band: P	Post Number: 6 Location: Sub-Treasury Ha'apai
4	<p>Purpose: The Clerk Class I of Sub-Treasury Ha'apai, will be responsible for the following:</p> <ul style="list-style-type: none"> • Cashier • Prepare weekly returns • Government revenue receipts and expenditure vouchers 	
	Key Results Area	Performance Indicators
	<ul style="list-style-type: none"> • Cashier • Weekly returns • Government revenue receipts and expenditure vouchers 	<i>accuracy, timeliness, compliance with policy</i>
5.1	Core Duties	
	<ul style="list-style-type: none"> • Pay out all expenditure vouchers including wages payment vouchers and any other authorised payments 	<ul style="list-style-type: none"> ➤ At least 90% accuracy ➤ At least 95% complete
	<ul style="list-style-type: none"> • Issue receipts on all cash or cheques paid in directly to Sub-Treasury 	<ul style="list-style-type: none"> ➤ At least 90% accuracy ➤ At least 95 % complete
	<ul style="list-style-type: none"> • Final check all expenditure vouchers and supporting documents before cash payment 	<ul style="list-style-type: none"> ➤ At least 90% accuracy ➤ At least 95% complete
	<ul style="list-style-type: none"> • Prepare summary of daily cash balance to be reconciled with Cash Book 	<ul style="list-style-type: none"> ➤ At least 90% accuracy ➤ At least 95% complete
	<ul style="list-style-type: none"> • Report to Sub-Treasurer on daily cash balance and request for top-ups when required 	<ul style="list-style-type: none"> ➤ At least 90% accuracy ➤ request for top ups submitted one day ahead
	<ul style="list-style-type: none"> • Daily register of vouchers into Cash Book 	<ul style="list-style-type: none"> ➤ At least 90% accurate ➤ At least 80% complete
	<ul style="list-style-type: none"> • Prepare government expenditure vouchers for line ministries. 	<ul style="list-style-type: none"> ➤ At least 90% accurate ➤ At least 80% complete ➤ Meet specified timeline
	<ul style="list-style-type: none"> • Ensuring expenditure voucher prepared is consistent with authorized purchase order and invoice. 	<ul style="list-style-type: none"> ➤ At least 90% accurate and complete
	<ul style="list-style-type: none"> • Ensuring votes on expenditure vouchers do exist in the approved Estimates 	<ul style="list-style-type: none"> ➤ At least 90% accurate and complete

	<ul style="list-style-type: none"> Assist in preparing the weekly returns to be submitted to Treasury -Tongatapu. 	<ul style="list-style-type: none"> Retrieval of original expenditure vouchers and supporting document within 10 mins At least 95% of vouchers photocopy and filed Fortnightly return submitted to Sub-Treasurer for authorization within one week
	<ul style="list-style-type: none"> Regular reporting to supervisor on any issues regarding performed duties. 	<ul style="list-style-type: none"> Provide progress report to weekly meeting
5.2	<ul style="list-style-type: none"> and carry out any other duties as may be directed by the Head of Treasury Division or the CEO for Finance & National Planning 	<ul style="list-style-type: none"> 90% accuracy, 80% complete and meet specified timeline
6	Reports Directly to:	Sub-Treasurer Ha'apai
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, etc)
7.2	Minimum qualification & work experience:	<ul style="list-style-type: none"> -Pass in TSC or its equivalent or higher qualification with at least 5 years relevant work experience OR -Work experience in Government accounting system and residence of Ha'apai 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 <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 Q of the Public Service salary structure with a minimum of \$8,400 to a maximum of \$12,600. Annual increment will be performance based. Entry point will depend on qualification and work experience.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Clerk Class I, Sub Treasury Ha'apai	Name: Vacant Sign: Date :
13.2	Sub Treasurer Ha'apai	Name: Vacant Sign: Date :
13.3	Deputy Secretary (Treasury Division)	Name: Mrs Makeleta Siliva Sign: Date :
13.4	Chief Executive Officer for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date :