

POST DESCRIPTION			
1	<b>Ministry of Finance and National Planning</b>		
2	<b>Job Title:</b> Senior Accountant, Account Section, Treasury Division		
3	<b>Level: 7</b> <b>Band: J</b>	<b>Post Number: 1</b>	<b>Location:</b> Nuku'alofa
4	<p><b>Purpose:</b> To supervise the Accounts Section of the Treasury Division and responsible for the following:</p> <ol style="list-style-type: none"> <li>1. To Lead the team in the preparation of bank reconciliations statement of all Government bank accounts;</li> <li>2. Review the preparation of journals and posting of the general ledger accounts in the SunSystem;</li> <li>3. Assist in the preparation of the quarterly statements of receipts and payment of public funds;</li> <li>4. Assist in the preparation of the Government of Tonga Financial Statement at end of each financial year;</li> <li>5. Assist in the provision of reports on any issues identified and devise control procedures to strengthen the systems of internal control within Government and Ministries;</li> <li>6. Assist in the preparation and updating of the Treasury Manual on the accounting systems and internal control procedures;</li> <li>7. Any other duties delegated by the Chief Executive Officer for Finance &amp; National Planning</li> </ol>		
	<b>OUTPUTS</b>		<b>Performance Indicators</b>
	<i>Refers to areas of outcome or output.</i>		<i>Performance measurement for an Output e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i>
5.1	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>➤ Individual work plan</li> <li>➤ Schedule for monthly bank reconciliation for the team</li> <li>➤ Draft Yearly schedule for preparation of Government Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>➤ Submitted every Friday, aligning to AMP and approved by the Head of Section (HoS)</li> <li>➤ Submitted on the last week of the month, aligning to AMP and approved by HoS</li> <li>➤ Submitted on second week of June, aligning to AMP and endorsed by HoS</li> </ul>	
5.2	<p><b>Organising</b></p> <ul style="list-style-type: none"> <li>➤ Secretariat for Public Accounts Task Team</li> <li>➤ Secretariat for Sectional meeting</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100% accurate minutes of meeting, complete and meet specified timeline</li> </ul>	

5.3	<b>Leading</b> <ul style="list-style-type: none"> <li>➤ Report on a daily basis the checking of bank statements against cash records</li> <li>➤ Monthly bank reconciliation statements prepared within ten (10) working days from end of each month</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100% accurate, complete, timeliness and endorsed by the HoS</li> </ul>
5.4	<b>Controlling</b> <ul style="list-style-type: none"> <li>➤ Provide regular reports on internal control system with recommendations for strength of the system to be maintained with improvements to area of weaknesses.</li> <li>➤ Schedules to include in the Government Financial Statements</li> <li>➤ Report on the review of the preparation of journal entries</li> <li>➤ Report on posting of Ledger Accounts</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100% accurate, complete, timeliness and endorsed by the HoS</li> </ul>
5.5	<b>Technical</b> <ul style="list-style-type: none"> <li>➤ Assist in the preparation of Tonga Government Financial Statements (TGFS) for the year ended</li> <li>➤ Assist in the preparation of a statement showing the Quarterly Summary of Receipts and Payment of (TGFS)</li> <li>➤ Assist in the updating sections of Treasury Manual in allocated account areas</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100% accurate, complete, meet specified timeline and endorsed by HoS</li> <li>➤ Compliance with other related policies in the Treasury Manuals, Cabinet Decisions, Privy Council Decisions, PSC Decisions and any other authoritative decisions</li> </ul>
5.6	<ul style="list-style-type: none"> <li>➤ and carry out any other duties as may be directed by the Head of Treasury or the CEO</li> </ul>	<ul style="list-style-type: none"> <li>➤ Timeliness and accuracy of carrying out other tasks as directed</li> </ul>
6	<b>Reports Directly to:</b>	Chief Accountant
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>➤ Good analytical skills</li> <li>➤ Good computer skills and well versed with appropriate computer programs such as Microsoft Office, Sunsystem, Visions, etc.</li> </ul>
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>➤ Good communication skills. Fluent in both Tongan and English languages (written and spoken)</li> <li>➤ Must have good public relation and networking skills</li> </ul>

7.3	Personal Attributes:	<ul style="list-style-type: none"> <li>➤ Good work attitude</li> <li>➤ Highly motivated</li> <li>➤ Well organized and hardworking</li> </ul>
7.4	Minimum Qualification & Work Experience	<ul style="list-style-type: none"> <li>➤ Must have a Bachelor's Degree in Accounting, Finance or related field of study from a recognized institution with at least three (3) years of relevant work experience in Government OR</li> <li>➤ Master's Degree in Accounting, Finance or related field from a recognized tertiary institution with at least 1 year of relevant work experience in Government</li> <li>➤ Experience in using the sun system and vision computer program will be an advantage</li> </ul>
8	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
8.1	Position Title: Senior Accountant	<b>Name:</b> Vacant  <b>Sign:</b> .....  <b>Date :</b> .....
8.2	Head of Section: Chief Accountant	<b>Name:</b> Mrs Toakase Palelei  <b>Sign:</b> .....  <b>Date :</b> .....
8.3	Head of Division: Deputy Secretary for Finance & National Planning	<b>Name:</b> Mrs Makeleta Siliva  <b>Sign:</b> .....  <b>Date :</b> .....
8.4	Chief Executive Officer for Finance & National Planning	<b>Name:</b> Mrs Balwyn Fa'otusia  <b>Sign:</b> .....  <b>Date :</b> .....