



Ministry:	Ministry of Finance
Division:	Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Accounting System Administrator
Position Number:	FIN08301111100110005
Reports to:	Head of Financial Framework Section, (FFD)
Band:	L
Salary:	\$20,075 - 30,107
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> ↓ Improved macroeconomic management & stability with deeper financial markets ↓ Closer public/ private partnership for economic growth ↓ More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities ↓ Appropriate decentralization of government administration with better scope for engagement with the public ↓ Improved collaboration with development partners ensuring programs better aligned behind government priorities ↓ More reliable, safe and affordable information and communication technology used in more innovative ways ↓ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose</p> <ul style="list-style-type: none"> • Administer the Government Financial Management System • To check the quality of all transactions input into the System • To train and monitor Users of Accounting System • To provide help desk support for all Users of the Accounting System • Design and format all reports according to requirements from HoD • Extract and prepare all requested reports from the Systems
Accountabilities / Outcomes	<p>Job Outputs</p> <ul style="list-style-type: none"> • Provide monthly report from the System on receipts and payments for Line Ministries using the Accounting System • procedure manual/help desk support for users of Accounting System

	<ul style="list-style-type: none"> • Adhoc report from the Accounting System • Corrective action in Accounting System
	<p>Planning</p> <ul style="list-style-type: none"> • Individual work plan aligning with Financial Policy AMP • Training plan for users (including users from line ministries)
	<p>Organizing</p> <ul style="list-style-type: none"> • Database on queries from Users/ adhoc report requested by HoD • FFD (Policy & System Division) Electronic filing system established and maintained
	<p>Leading</p>
	<p>Communicating</p> <ul style="list-style-type: none"> • Inform users on area of weakness for improvement • Report to HoD on any internal control weaknesses in the system for improvements
	<p>Motivating</p> <ul style="list-style-type: none"> • Inform users on area of strength to be maintained
	<p>Developing</p> <ul style="list-style-type: none"> • Provide support to users to improve area of weakness • Implement system setups/ configuration and creating new codes
	<p>Controlling</p>
	<p>Monitoring</p> <ul style="list-style-type: none"> • Monitor and manage all Users of the Accounting System in regards to user movements. (and lock access when staff is on leave or exiting the service)
	<p>Evaluating</p> <ul style="list-style-type: none"> • Quality check of all transactions entered into the Sun Systems • Evaluate system process weakness and recommend solution
	<p>Correcting</p> <ul style="list-style-type: none"> • Reverse incorrect/cancelled purchase order/vouchers • Void incorrect/cancelled cheques
	<p>Reporting</p> <ul style="list-style-type: none"> • Inaccurate transaction identified and reported routinely to users for correction • Monthly report on commitment to line ministries for reconciliation

	<ul style="list-style-type: none"> • Monthly report on Payments for Overseas/Domestic Travel <p>Technical</p> <ul style="list-style-type: none"> • User Access and Privileges as endorsed by HoD • Design and format adhoc reports requested through HoD • Implement approved system procedures and recommendations from the Auditor/ Treasury • and carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO for Finance & National Planning
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <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, Vision, etc. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Relevant degree + up to 3 years' work experience • Relevant diploma + 3 years' relevant work experience • Relevant certificate/trade/technical qualification + 5 years' experience in a similar role • Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)

Authorised by (sign and date)

Deputy CEO/ HOD- FFD	Name: Mrs. Aivi Telefoni Fakahua  Signature & Date: 31/10/2022
CEO for Finance	Name: Mrs. Kilisitina Tuaimalapi  Signature & Date:
Employee	Name: Vacant Signature & Date:

