



MINISTRY OF FINANCE
Government of Tonga

SAVINGRAM

To: CEO for Public Service Office Commission
From: Acting CEO of Finance

Reference No.: 15S/251

Date: 21/03/2024

**Re: Recommend for Endorsement of Attached Job Description (JD's) to be
Advertised, Ministry of Finance.**

Please find attached is the signed Job Description and Staff Structure for Ministry of Finance including Vacant posts for endorsement of Salary Band as shown on the table below;

No.	Vacant Position	Band	Divisions	Vacated by	Status
1	Chief Clerk	N	Sub-Treasury Vava'u	Melaia Huni	JD send to PSC for endorsement of band and Minimum requirements

The kind assistance of your good office will be greatly appreciated,

S. 'Eti Teumohenga
for CEO of Finance



SET:tn

Ministry:	Ministry of Finance
Division:	Sub Treasury Vava'u, Treasury Division (TOD)
Location:	Vava'u
Job Title:	Chief Clerk
Position Number:	FIN08303111100120006
Reports to:	Sub-Treasurer Vava'u
Band:	N
Salary:	\$12,719 - 19,080
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"> • Manage Main Treasury Vote Books • Carry out vote reconciliations with Line ministries office in Vava'u
Accountabilities / Outcomes	<p>Core Duties</p> <ul style="list-style-type: none"> • Manage the main Treasury vote books and assist in reconciling the Bank account of the Sub-Treasury. • Ensuring at the beginning of the financial year that all approved votes are registered in the respective line ministries Treasury vote books (Main Vote) and reconciled with what have been uploaded to the Sunsystem and withdrawals from Sub-Treasury Bank Account • Ensuring Treasury vote books are updated on a regular basis (and to the Sunsystem). • Carry out vote reconciliation with line ministries and ensuring this is done on a regular basis, and must ensure there is feedbacks from line ministries on their reconciliations. • Regular reporting with some recommendations to Sub-Treasurer on outcomes of reconciliation

	<ul style="list-style-type: none"> Ensuring Line ministries are advised promptly on insufficient votes Recommending to Sub-Treasurer ways to improve vote and bank reconciliation, when necessary Closely liaise with Accounts Section (Tongatapu) regarding any related bank reconciliation issues. Reporting to Sub-Treasurer on any other issue related duties performing and carry out any other duties as may be directed by the Sub-Treasurer Vava'u or the CEO for Finance
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Person Specification

Skills and Abilities	Mandatory: <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) Good communication skills. Fluent in both Tongan and English languages (written and spoken). Must have good public relation and networking skills
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> Diploma Level 5/ 6 TNQAB framework in relevant field Certificate level 4/trade/technical qualification + 2 years' relevant work experience Form 7 + 4 years' relevant work experience PSSC + 7 years' relevant work experience <p>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)</p>

Authorised by (sign and date)

Deputy CEO/ HOD- TOD	Name: Mrs. Makeleta Siliva  Signature & Date: 21/4/24
Acting CEO of Finance	Name: Ms. Pisila 'Otunuku  Signature & Date: 22/3
Employee	Name: Vacant Signature & Date:





