

Ministry:	Ministry of Finance
Division:	Accounts Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Principal Accountant
Position Number:	FIN08303311100110003
Reports to:	Head of Division
Band:	I
Salary:	\$ 32,705 – 49,057
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"> • Lead the cash management unit with proper monitoring of cash transactions and balances, including appropriate cash position analysis; • Lead determining of government cash flow position and transactions that would have significant cash flows implications; • Lead proper assessment of cash flow forecast provided by line ministries; • Overlook the team's bank reconciliation preparation and vote reconciliation to ensure its correctness and timely submission to Accounts Section; • Preparation of the quarterly statements of receipts and payments of public funds; • Preparation of the Government of Tonga financial statements at end of each financial year; • Provide reports on any issues identified and devise control procedures to strengthen the systems of internal control used for projects within Government and line ministries; and • Any Other Duties assigned by the Head of Treasury and Chief Executive Officer of the Ministry of Finance

<p>Accountabilities / Outcomes</p>	<p>Planning</p> <ol style="list-style-type: none"> 1. Formulate Individual Work Plan and weekly plan of action 2. Assist the formulation of divisional AMP <p>Leading</p> <ol style="list-style-type: none"> 1. Cash Management <ul style="list-style-type: none"> - Cash flows report on Government cash position for certain periods (daily, weekly, monthly, etc). 2. Cashier balances at end of day, week, month, etc. <ul style="list-style-type: none"> - Monitor Cash balance for Tongtapu and Sub-Treasuries - Request and process top-ups 3. Cash Analysis report on certain cash issues 4. Monitor all Operating bank accounts to avoid overdraft 5. Bank reconciliation <ul style="list-style-type: none"> - preparation and vote reconciliation to ensure its correctness and timely submission to Accounts Section 6. Overseas Mission <ul style="list-style-type: none"> - Ensure proper monitoring of Overseas Mission returns - Ensure issues are attend to and resolve - Ensure advances are transferred in accordance with Budget and on time 7. Familiarisation/training of new recruited Accounts staff with processes and procedures 8. Preparations of documents and samples for field audits (internal and external) <p>Controlling</p> <ol style="list-style-type: none"> 1. Provision of reports on any issues identified and devise control procedures 2. Ensure relevant errors in the financial system and statements are detected and cleared 3. Liase with LMs and Sub-Treasuries <ul style="list-style-type: none"> - On any recurrent or budget support issues; - On requests for assistance; <p>Technical</p> <ol style="list-style-type: none"> 1. Process letter payments via bank transfer and internet banking transfers, preparation of journal entries and posting of the general ledger accounts in the Sun System <ul style="list-style-type: none"> - Letter Payments are processed and delivered to banks. - Journal entries are entered into the system. - File all payment transfers by projects accordingly 2. Sign cheques 3. Authorise Withdraw Applications 4. Prepare of statement showing the Quarterly Summaries of Receipts and Payments of the Public Funds. 5. Prepare of the Government of Tonga Financial Statements at the end of the financial year. <p>Carry out any other duties as may be directed by the Head of Treasury or the CEO</p> <ul style="list-style-type: none"> - Report (written or oral) or documentations on duties being assigned.
<p>Person Specification</p>	

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, Access, and Power Point etc), Sun system, etc. • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively. Desirable:
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ✚ Master's degree with at least one-year experience in a similar role OR at least 3 years relevant working experience ✚ Post Graduate diploma with at least 2 years' experience in a similar role OR at least 4 years relevant working experience ✚ Bachelor's degree with at least 4 years' experience in a similar role OR at least 6 years relevant working experience <u>Qualification acceptable for this role must be in Accounting, Professional Accounting or Finance, Business or Commerce with emphasis in accounting from a recognised educational institution.</u> Desirable:
Authorised by (sign and date)	
HOD	Name: Mrs. Makeleta T Siliva Signature & Date:.....
CEO	Name: Mrs. Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date: