

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	MDAs Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Accountant
<b>Position Number:</b>	FIN08303311100110003
<b>Reports to:</b>	Acting Head of MDAs Section
<b>Band:</b>	L
<b>Salary:</b>	\$ 21,078 – 31,612
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• Assist in preparation of bank reconciliations statements of all government bank accounts.</li> <li>• Assist in the preparation of Journals and Posting of the General Ledger Accounts in the Sun system.</li> <li>• Assist in the preparation of the quarterly statements of receipts and payments of public funds;</li> <li>• Assist in the preparation of the Government of Tonga Financial Statements at end of each financial year;</li> <li>• Assist in provision of reports on any issues identified and devise control within Government and Ministries;</li> <li>• Assist in the preparation and updating of the Treasury Manual on the Accounting Systems and Internal Control Procedures.</li> <li>• Any Other Duties Assigned by the Head of Treasury, Supervisor and/or the Minister of Finance.</li> </ul>

<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>- Assist in preparing and designing the MDA Section Work Plan for the financial year.</li> </ul> <p><b>Leading</b></p> <ul style="list-style-type: none"> <li>- Ensure full compliance with relevant Acts, Regulations and Policies on both recurrent and development related payments as well as strengthening the internal controls.</li> <li>- Working closely with the allocated MDAs and other related authority in processing both recurrent and development related payments and settling overpayment / reimbursement amount.</li> <li>- Working closely with FFD and Internal Audit in ensuring the right formulas are incorporated into SUN System and in align with stated policies.</li> </ul> <p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>- Implement recommendations from internal / external audit.</li> <li>- Maintain and update assigned MDAs relevant database as see relevant and share with relevant stakeholders, when necessary.</li> <li>- Examine and review assigned MDAs current PFM process with regards to PFM Reform (EFTPOS, electronic payments, etc.)</li> </ul> <p><b>Controlling</b></p> <p>Provide reports and devise control procedures to strengthen the systems of internal control with government and ministries.</p> <ul style="list-style-type: none"> <li>- Independent quality check of MDAs vouchers to ensure accuracy, compliance and avoid future risks of fraud.</li> <li>- Regular Reports on any internal control weaknesses and/or system improvements.</li> <li>- Provision of reports on any issues identified and devise control procedures.</li> <li>- Revote of all Development votes in the beginning of the new financial year.</li> <li>- Confirm vote balance.</li> <li>- Liaise with AID on outstanding fund receive.</li> <li>- Liaise with MDAs to make sure vote reconciliation for 30<sup>th</sup> June is submitted.</li> </ul> <p><b>Technical</b></p> <ol style="list-style-type: none"> <li>1. Process overseas and local payments via bank transfer, preparation of journal entries and posting of the general ledger accounts in the Sun System <ul style="list-style-type: none"> <li>- Requesting of normal/spot rates to banks for payments.</li> <li>- Confirm payments with relevant valid contract.</li> <li>- Payments are processed and drop to CAD for urgent delivery to banks.</li> <li>- Journal entries are entered into the system on a regular basis.</li> <li>- Process redistribution requests for payments.</li> <li>- Ledger Accounts are posted.</li> <li>- File all payment transfers by projects accordingly.</li> <li>- Sending out NRBT monthly statements to respective projects.</li> </ul> </li> <li>2. Extracting and sending out project transactions respective projects when assign</li> <li>3. IPSAS requirements for reporting: review, summarise and report to HOD on a regular basis.</li> <li>4. Processing allocated MDAs development wages/ vouchers.</li> </ol>
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	<ol style="list-style-type: none"> <li>5. Processing of outer islands transfers.</li> <li>6. Itemizing fund receipts into the financial system.</li> <li>7. Liaise with assigned MDAs and AID Division on acquittal reports as per agreed datelines.</li> <li>8. Assist with gathering/pulling out of files accordingly upon request from audit/external audit or line ministries.</li> <li>9. Providing assigned MDAs Quarterly Report on both recurrent and development receipts and payments.</li> <li>10. Providing provisional reports to HOD or Management, whenever requested.</li> <li>11. To assist in the preparation of the Government of Tonga Financial Statements at the end of the financial year</li> </ol> <p><b>Carry out any other duties</b> as may be directed by the HOD or CEO such as attend meetings/trainings, official travel, acting on higher positions, when necessary, etc.</p>
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**Person Specification**

<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <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 (Word, Excel, Access, and Power Point etc), Sun system, etc.</li> <li>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage.</li> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</li> <li>• Highly proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively.</li> </ul> <p><b>Desirable:</b></p>
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<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Relevant degree with no working experience</li> <li>✚ Diploma certificate with at least 3 years' experience in a <u>similar role</u> OR at least 4 years relevant working experience.</li> </ul> <p><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></p> <p><b>Desirable:</b></p>
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**Authorised by (sign and date)**

<b>A/HOD</b>	<p>Name: Ms. Veisia Rose Mafi</p> <p>Signature &amp; Date:.....</p>
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<b>CEO</b>	Name: Kilisitina Tuamei'api  Signature & Date: .....
<b>Employee</b>	Name: Vacant  Signature & Date: .....