

Ministry:	Ministry of Finance
Division:	Salary Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Assistant Accountant
Position Number:	FIN08303111100110005
Reports to:	Head of Payroll Section
Band:	M
Salary:	\$ 16,352 – 24,529
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"> • Prepare and process salary, acting allowance, overtime claims, deductions, arrears and other related payments on the assigned Ministries and Departments using Meridian System • Ensure full compliance with relevant Acts, Regulations and Policies as well as strengthening the internal controls • Working-closely with the assigned Ministries, Departments and other related authorities in ensuring timely submission of required information and provide necessary assistance to improve compliance and accuracy • File important information (advices and correspondences) and relevant policy decisions on the assigned Ministries and Department to the Meridian System • Working closely with ICT in processing salary, generating reports and ensuring the right formulas for salary are incorporated into Meridian Systems • Maintain accurate, complete and updated database on salary overpayment and noncompliant issues on the assigned Ministries and Departments • Fill in Retirement Fund loan applications on assigned Ministries and Departments • Prepare reports on related payroll details as requested by the Supervisor/Management on assigned Ministries and Departments • Regular meetings/communicating with Supervisor and assigned Ministries and Departments on related salary issues to be addressed on the most effective way Responsible for preparing, filling and sending of EFT files on salary and related payments to the Banks

	<ul style="list-style-type: none"> • Assist in preparing, filing and sending EFT files for member and government contributions as well as deductions to the Retirement Fund Board • Responsible for daily delivery of bank cheques on salary and related payment to the Banks • Maintain proper filing system for payroll vouchers • Any other duties as may be assisted by the Supervisor, or CEO
<p>Accountabilities / Outcomes</p>	<ul style="list-style-type: none"> • Payroll vouchers on salary, acting allowances, overtime claims, arrears and other related payments • Compliant salary, overtime and other claims • Working closely with the assigned Ministries, Departments and other related authorities in ensuring timely submission of required information and provide necessary assistance to improve compliance and accuracy • File important information (advices and correspondences) and relevant policy decisions on the assigned Ministries and Department to the Meridian System • Liaise with ICT in processing salary, generating reports and ensuring the right formulas for salary and disability monthly allowance are incorporated into Meridian and Micro-pay Systems • Maintain accurate, complete and updated database on salary overpayment and non-compliant issues on assigned Ministries and Departments • Fill in Retirement Fund loan applications on assigned Ministries and Departments • Reports/responses on related payroll details as requested to the Supervisor/Management on assigned Ministries and Departments • Regular meetings/communicating with Supervisor and allocated Ministries and Departments on related salary issues to be addressed on the most effective way • Responsible for preparing, filing and sending EFT files on salary and related payments to the Banks • Assist in preparing, filing and sending EFT files for member and government contributions as well as deductions to the Retirement Fund Board • Daily delivery of bank cheques on salary and related payment to the Banks • Maintain proper filing system for payroll vouchers • Carry out any other duties as may be directed by the HOD or CEO such as attend meetings/trainings, official travel, acting on higher positions when necessary etc
<p>Person Specification</p>	
<p>Skills and Abilities</p>	<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, etc) • Good communication skills. Fluent in both Tongan and English languages (written & spoken) • Must have good public relation and networking skills • Honestly, trustworthy and reliable Hard working, highly motivated and always proactive • Punctual and committed to schedules and deadlines • Well organized and can maintain confidentiality of information • Must be committed to duties allocated efficiently and effectively

	<ul style="list-style-type: none"> Ability to travel and work after hours would be an advantage <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience Relevant certificate level 4/trade/technical qualification + 3 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> <p>Desirable:</p>
Authorised by (sign and date)	
Supervisor	<p>Name: Mr. Sione Kaivei Hoeft</p> <p>Signature & Date:.....</p>
A/HOD	<p>Name: Ms. Veisia Rose Mafi</p> <p>Signature & Date:.....</p>
CEO	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>