

Ministry:	Ministry of Finance
Division:	Finance Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Assistant Accountant - Asset
Position Number:	FIN08104211100110005
Reports to:	Head of Finance Section
Band:	M
Salary:	16,352.00-24,529.00
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> <ol style="list-style-type: none"> 1. To assist with ensuring that proper system is in place to record and account for MOF physical assets. 2. To assist with maintaining the Ministry's Asset Register. 3. To process Asset verification and ensure all Assets has identification codes. 4. To assist with processing of Payment Vouchers.
Accountabilities / Outcomes	<p>Planning</p> <ol style="list-style-type: none"> 1) Assist the Head of Section develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast); 2) Individual Weekly Workplan for HOS to review. <p>Organizing</p> <ol style="list-style-type: none"> 3) Process Update to the FA Register. 4) Quarterly and Annual physical verification of the Ministry's assets. <p>Leading</p> <ol style="list-style-type: none"> 5) Work with Board Survey when required. 6) To ensure the acquisition, recording, physical verification and disposal of the Ministry's Assets are according to the appropriate Policies and Instructions.

	<p>Controlling</p> <p>7) To ensure Asset acquisition is appropriately received by the relevant Division and is appropriately tagged.</p> <p>8) To assist with monitoring of Asset Disposals.</p> <p>Technical</p> <p>9) Asset and Building Management</p> <ul style="list-style-type: none"> • To maintain/update Quarterly and Annually and MOFin electronic Asset Register <p>10) Stock and Inventory management</p> <ul style="list-style-type: none"> • Assist with the stock Register updated weekly, and report to HoD including recommendation of goods to be ordered. • Stocktake Quarterly and Annually. <p>11) Purchase Orders</p> <ul style="list-style-type: none"> • Assist to process payment vouchers. • Assist with processing Government Contribution and Subscriptions. <p>12) Reconciliation</p> <ul style="list-style-type: none"> • Assist with checking and reconciliation of Telephone and Internet for all ministry • Assist with Quarterly GPO for Tonga Power Board • Monthly commitment reconciliation <p>13) Salary/Overtime</p> <ul style="list-style-type: none"> • Assist with Retirement Confirmation • Assist with calculating and checking of staff Overtime <p>14) Reports</p> <ul style="list-style-type: none"> • Assist with the Statement Report of Government General fund (GGF). • Assist with providing data for the Monthly Cashflow Report. • Assist with providing financial data for the CP/ AMP and Annual Report. <p>15) Filing</p> <ul style="list-style-type: none"> • Ensure Asset Records are appropriately t filed. <p>16) Other</p> <ul style="list-style-type: none"> • Comply with file management procedures and good records keeping procedures. • To carry out any other duties assigned by the Supervisor, HOD, and/or the CEO for Finance.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Computer literate and well versed with Microsoft Office Word and Excel. • Well organised and hard working.

	<ul style="list-style-type: none"> • Highly motivated and proactive. • Must have good public relation and networking skills. • Good communication skills – both English and Tongan languages. • Ability to travel and work after hours would be an advantage. • Good work attitude, honesty and integrity. • Loyalty to Government • Must be committed to duties allocated efficiently and effectively. <p>Desirable:</p> <ul style="list-style-type: none"> • Analytical Skills • Familiar with Microsoft Office Power Point and Visio applications.
<p>Qualifications and Experience</p>	<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. • Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the last 2 consecutive years.) <p>Desirable:</p> <ul style="list-style-type: none"> • Familiar with Sun-System • Familiar with Meridian System
<p>Authorised by (sign and date)</p>	
<p>Supervisor</p>	<p>Name: Ms. Losaline Afeaki</p> <p>Signature & Date: <i>Afeaki</i></p>
<p>Deputy Secretary / HOD</p>	<p>Name: Mrs. Gladys Fukofuka</p> <p>Signature & Date: <i>Gladys Fukofuka</i></p>
<p>A/CEO</p>	<p>Name: Ms. Lesieli Tufui Faletau</p> <p>Signature & Date: <i>Lesieli Tufui Faletau</i> 01/07/24</p>
<p>Employee</p>	<p>Name: Vacant</p> <p>Signature & Date:</p>

