

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Salary Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Clerk Class I
<b>Position Number:</b>	FIN08303111100110006
<b>Reports to:</b>	Head of Payroll Section
<b>Band:</b>	O
<b>Salary:</b>	\$ 10,902 – 16,352
<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>• Prepare Salary, acting, overtime and other allowances payments and deductions on behalf of allocated line ministries.</li> </ul>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>➢ Salary and related entitlements to all Governments Established Employees.</li> <li>➢ Prepare salary, acting, overtime, and other allowance payments and deductions on behalf of allocated line ministries</li> <li>➢ Liaise with IT section in running salary reports in the meridian system.</li> <li>➢ Maintaining a database on all salary overpayments and reporting on status of recovery on a regular basis to supervisor</li> <li>➢ Reconciliation of payroll records to allocated line ministries salary register on regular basis</li> <li>➢ Assist in the preparation of the salary unit management reports</li> <li>➢ Assist in the complication and filing of important relevant policy decisions and procedures relating to payroll Regular reporting to supervisor on any issues regarding duties performed</li> <li>➢ Carry out any other duties as may be directed by the Head of Treasury Division or the CEO for Finance</li> </ul>

**Person Specification**

<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good analytical skills &amp; programming skills</li> <li>• Good computer skills</li> <li>• Must have good public relation and networking skills</li> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken)</li> <li>• Must have good public relation and networking skills</li> <li>• Honest and integrity</li> <li>• Good work attitude</li> <li>• Highly motivated and proactive</li> <li>• Well organized and hard working</li> <li>• Must be committed to duties allocated, efficiently and effectively</li> <li>• Ability to travel and work after hours would be an advantage</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>🚧 Certificate level 4 + 1 years' <u>work experience</u></li> <li>🚧 Form 7 or equivalent of Certificate level 3 + 4 years' <u>work experience</u></li> <li>🚧 Form 6 PSSC or equivalent of Certificate level 2 + 6 years' <u>work experience</u></li> <li>🚧 Current TPS employee with 5 years' experience in a <b>similar role</b> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li> </ul> <p><b>Desirable:</b></p>
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**Authorised by (sign and date)**

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