

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Checking Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Chief Accounting Officer
<b>Position Number:</b>	FIN08303111100110002
<b>Reports to:</b>	Head of Divisions
<b>Band:</b>	J
<b>Salary:</b>	\$ 30,526 – 45,788
<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>• Head and supervise the operation of the Checking Section Of Treasury division</li> <li>• Authorize vouchers from ministries and ensure all are processed in accordance with the approved payment schedules Ensure that all receipts &amp; payments vouchers are accounted for in the general ledger and that all related policies and procedures, are complied with by unit staff at all times Supervise and ensure proper regular reconciliation is carried out in the financial management system .</li> <li>• Prepare the unit report to management, and maintained related databases that my requested by management Compile and file all important relevant policy decisions and procedures relating to disbursements and receipts of public funds Ensure that internal controls are effectively operates in the unit throughout the financial year</li> </ul>

	<p>Assist in the preparation of the quarterly statement of receipts and payments</p> <p>Assist in the preparation of the annual public accounts</p> <ul style="list-style-type: none"> <li>• Perform any other duties assigned by the chief accountant, head of treasury, or the CEO for Finance</li> </ul>
<p><b>Accountabilities / Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Head and supervise the operation of an unit of Treasury division</li> <li>• Authorize vouchers from ministries and ensure all are processed in accordance with the approved payment schedules</li> <li>• Ensure that all receipts &amp; payments vouchers are accounted for in the general ledger and that all related policies and procedures, are complied with by unit staff at all times</li> <li>• Supervise and ensure proper regular reconciliation is carried out in the financial management system</li> <li>• Prepare the unit report to management, and maintained related databases that my requested by management</li> <li>• Compile and file all important relevant policy decisions and procedures relating to disbursements and receipts of public funds</li> <li>• Ensure that internal controls are effectively operates in the unit throughout the financial year</li> <li>• Assist in the preparation of the quarterly statement of receipts and payments</li> <li>• Assist in the preparation of the annual public accounts</li> <li>• Any other duties assigned by the Head of Treasury, or the Chief Executive Officer outputs: <ul style="list-style-type: none"> <li>• Requested information/report</li> </ul> </li> </ul>
<p><b>Person Specification</b></p>	
<p><b>Skills and Abilities</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Strong leadership and management including mentoring</li> </ul> <p>Excellent analytical skills with ability to explain to a non-technical audience</p> <p>Excellent computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access Power point etc, Sun System and Vision etc Good relation and networking skills able to work with a range of professions and organizations</p> <ul style="list-style-type: none"> <li>• Able to work in resourced constrained environment</li> <li>• Ability to travel and work after hours when the need arises</li> <li>• Excellent communications skills: fluent in both Tongan &amp; English languages written &amp; spoken)</li> <li>• Good work attitude</li> <li>• Highly committed, self motivated and proactive</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to motivate others in a positive and constructive manner</li> <li>• Well organized and hardworking</li> <li>• High Honesty and intellectual integrity</li> <li>• Willing and able to provide mentoring to junior staff.</li> </ul> <p><b>Desirable:</b></p>
<p><b>Qualifications and Experience</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours and MA) up to 1 year experience in a <b>similar role</b></li> <li>✚ Relevant degree + 2 years in a <b>similar role</b>, or 4 years’ relevant work experience</li> <li>✚ Relevant diploma + 4 years in a <b>similar role</b>, or 10 years’ relevant work experience</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>
<b>Authorised by (sign and date)</b>	
<p><b>Supervisor/HOD</b></p>	<p>Name: Mrs. Makeleta T Siliva</p> <p>Signature &amp; Date:.....</p>
<p><b>CEO for Finance</b></p>	<p>Name: Ms. Kilisitina Tuamei’api</p> <p>Signature &amp; Date: .....</p>
<p><b>Employee</b></p>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>