

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Account Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Senior Accountant
<b>Position Number:</b>	FIN08303211100110002
<b>Reports to:</b>	Head of Accounts Section
<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>• To Lead the team in the preparation of bank reconciliation statements of all Government bank accounts;</li> <li>• Review 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's Financial Statements at the end of each financial year;</li> <li>• Assist in provision of reports on any issues identified and devise control procedures to strengthen the systems 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 and Chief Executive Officer of the Ministry of Finance</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. To prepare the Individual work plan, OT work plan and weekly plan of action for the team.</li> </ol>

2. Prepare Schedule for monthly bank reconciliation for the team
- Assist in drafting yearly schedule for preparation of Government Financial Statements

### **Organizing**

1. Secretariat for Sectional meeting
2. Assist in preparing training materials for Accounts Team in terms of Bank reconciliations and the preparation of the Government Financial Statements
3. Assist in implementing recommendations from Internal and external audit reports

### **Leading**

1. To Lead the team in the preparation of bank reconciliations statement of all Government bank accounts;
2. Ensuring that all source documents required for the Bank reconciliations and preparation of the government financial statements are complete and safely filed for audit purposes
3. Addressing to HOS any bank reconciliation/accounts issues with recommendations on effective way to improve
4. May represent Accounts Section in related meeting on Accounts issues with related party

### **Controlling**

1. Certify all Bank Reconciliation Statements prepared
2. Assist HOS in managing progress of the preparation of the Quarterly Summaries and Govt Annual Financial Statements within the team and also required reports from other sections and division of the ministry
3. Assist HOS in liaising with Financial Framework Division (FFD) in ensuring proper control are in place on the sun-system/ vision access when required
4. Assist in providing regular reports on internal control with process improvements to DCEO

### **Technical**

1. Assist the Head of Section in designing the reporting templates for the Quarterly Summaries and the Annual Government of Tonga Financial Statements
2. Review the preparation of journals and posting of the general ledger accounts in the Sun System;
3. Checking of all Bank Reconciliations are duly signed and authorized
4. Assist the HOS in checking compliance to IPSAS CASH and GAAP
5. Assist in the preparation of the quarterly statements of receipts and payment of public funds;
6. Ensuring the compliance of the Government of Tonga Financial Statements with all relevant Act, Instructions and the required Accounting Policies
7. Assist HOS in reviewing internal controls and relevant policies
8. Run any other required reports from sun system
9. Being able to provide financial advices to management and MDAs
10. Assist in the preparation of Tonga Government Financial Statements (TGFS) for the year ended
11. Assist in the preparation of a statement showing the Quarterly Summary of Receipts and Payment of (TGFS)

	<p>12. Assist in the updating sections of Treasury Manual in allocated account areas</p> <p>13. Assist Cash Management sub-division when its needed</p> <p><b>Any other duties directed by the DCEO and CEO:</b></p> <ul style="list-style-type: none"> <li>• Attend Meetings/Trainings when required</li> <li>• Official Travel when required</li> <li>• Assist in Cash Counting and Board of Survey etc</li> </ul>
<b>Person Specification</b>	
<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>• 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>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> </ul> <p><b>Desirable:</b></p>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Master degree with no working experience</li> <li>✚ Post Graduate Diploma with at least 1 year experience in a <b>similar role</b>, or at least 3 years' <u>relevant</u> working experience</li> <li>✚ Bachelors' degree with at least 3 years' experience in a <b>similar role</b>, or at least 4 years' <u>relevant</u> working experience</li> </ul> <p><u>Qualification acceptable for this role must be in <b>Accounting, or Professional Accounting</b> from a recognised educational institution</u></p> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>HOD</b>	<p>Name: Mrs. Makeleta T Siliva</p> <p>Signature &amp; Date:.....</p>
<b>CEO</b>	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature &amp; Date: .....</p>

<b>Employee</b>	Name: Vacant  Signature & Date: .....
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