

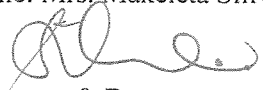
Ministry:	Ministry of Finance
Division:	Sub Treasury Niuatoputapu, Treasury Division (TOD)
Location:	Niuatoputapu
Job Title:	Accounting Officer
Position Number:	FIN0830311110016000
Reports to:	Sub-Treasurer Niuatoputapu
Band:	M
Salary:	\$17,171 - \$25,757
Job Purpose	<p>Ministry Profile Statement:</p> <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"> • Checking of expenditure vouchers and pay-ins, daily cash count, ensure compliance with policies and regulation, prepare payments and monthly returns, implement internal controls, and addressing of queries including stocktaking and reporting on Government Assets,
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> • Prepare individual work plan (IWP), clearly articulating to the AMP of Sub-Treasury; • Prepare weekly plan of action, aligning to IWP; • Schedule for asset stocktaking. <p>Organising</p> <ul style="list-style-type: none"> • Advice and ensure that all related policies and procedures, are complied with by the checking, vote and return • Register transaction, update vote book and reconcile with Line Ministry • Register of bills for Niuatoputapu Office • Implement Internal Audit recommendations

	<p>Leading</p> <ul style="list-style-type: none"> • Clarify to line ministries the queried expenditure vouchers; • Preparing of all payment vouchers for the Sub-Treasury; • Expenditure vouchers from line ministries - check for compliance with relevant Regulations, Treasury Instructions, Public Service Policy Instructions, internal policies, procedures and process for payment or queried; • Check all Line Ministry cashbook before pay-in to Cashier; • Receiving and signing all delivery from Line Ministry and register to database (voucher management system). <p>Controlling</p> <ul style="list-style-type: none"> • Ensure that internal controls are effectively implemented; • Compile and file all important relevant policy decisions and procedures relating to disbursements. <p>Technical</p> <ul style="list-style-type: none"> • Stocktake report for Government Fixed Assets in Niuatoputapu including investigation report for any asset not accounted for; • Conduct Daily Cash Balance; • Prepare Monthly Return; <ul style="list-style-type: none"> - File payments on a daily basis ready for preparation of returns at the end of the month. • Conduct Cash Count (when required); • and carry out any other duties directed by the Chief Executive Officer for Finance and HOD.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical Skills • Computer literate • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantage
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 ✚ 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) ✚ (preferably someone who resides in Niuafu'ou)

Authorised by (sign and date)

A/CEO for Finance

Name: Mrs. Makeleta Siliva



Signature & Date:

Employee

Name: Vacant

Signature & Date:

