

JOB DESCRIPTION	
1	MINISTRY: Ministry of Finance (MoF)
2	DIVISION: Corporate Services Division (CSD)
3	LOCATION: Nuku'alofa (St George Government Building)
4	JOB TITLE: CHIEF ACCOUNTING OFFICER (NEW POST)
5	POSITION NUMBER:
6	REPORTS TO: Head of Division (Deputy CEO), CSD
7	BAND: J
8	SALARY: \$29,071 – 43,606
9	JOB PURPOSE
	<p>9.1. MoF Profile The MoF has the central role of providing to Government, Legislative Assembly, Regional/International Heads of Mission/Development Partners, communities and a wide range of stakeholders financial, economic and development policy advice, directions, guidance and assistance.</p> <p>9.2. CSD Profile Manages the followings:</p> <ul style="list-style-type: none"> MoF's Human Resources consisting of 237 positions (191 employees plus 46 vacancies); Human Resources Performance and Human Resources Development; and also MoF's Communication Strategy & Records. MoF's Overall Recurrent Budget FY 2021/2022 of about \$104.5 millions, consisting of about \$9.6 million Operation; \$52.4 millions Government General Fund (including \$10 millions Contingency Fund); and \$42.5 million Debt Management and all Assets bought and disposed. All procurements made from the MoF's Recurrent Budget of \$104.5 million and reporting of project's financing and debt management. Upkeep and maintenance of St George Government Building, MoF's Transport/Logistics and MoF's Security. <p>For the effective and efficient leadership and management and operations of the Hon Minister, CEO and Heads of Division and their staff.</p> <p>9.3. JOB PURPOSE The Chief Accounting Officer heads/manages the Govt General Fund and Finance Operation Section of the CSD and will manage and be responsible for the budget, payment processing and Monitoring and reporting of the GGF. GGF has a budget of TOP 40.7m in the 2023/2024 FY. The Ministry's total Budget for the 2023/24 FY is at TOP 139.3m. The incumbent will continuously liaise with MDAs and stakeholders in relation to budget allocation and all spending from the GGF. Monitoring, analyzing and reporting on all the GGF accounts is a significant responsibility of this role. The incumbent is also responsible for managing the activities in relation the finance operation including purchasing, checking and certifying of vouchers, payroll processing, and all related financial activities. The incumbent will continuously liaise with HODs and internal stakeholders in relation to their financial activities, analyzing and making recommendations to Deputy CEO of CSD, CEO and Hon. Minister.</p> <p><i>Detailed functions of the Chief Accounting Officer are listed below.</i></p> <ul style="list-style-type: none"> Heads the Government General Fund and Finance Operation Section of the CSD and ensures effective and efficient managing and monitoring of all related financial activities. In charge of the Government General Fund budgeting, liaising with relevant MDAs and stakeholders. In charge of managing and monitoring of all GGF spendings, and ensure compliance with relevant regulations and policies. Responsible for ensuring Standard Operating Procedures are in place for GGF and all financial operation activities, ensuring compliance and that SOPs are regularly updated. Responsible for ensuring all Purchase Requests of the Ministry are timely processed and are in

	<p>accordance with related Policies and regulations.</p> <ul style="list-style-type: none"> • Responsible for effective managing of centralized supplies and stock orders of the Ministry. • Responsible for ensuring proper checking and verification of Vouchers are completed for HOD and CEO endorsement/ approval and endorsement. • Responsible for ensuring Operational Votes are closely monitored and provide updates and advice to HODs. • Responsible for the preparation and submission of the monthly Cashflow forecasts by the required deadline to Budget Division, HOD and relevant internal stakeholders. • In charge of Funding confirmations and Transfers as and when required. • In charge of ensuring Payroll processing of the Ministry's payroll is efficiently and effectively executed. • Preparation of training materials and coordinating internal trainings for the Section and the Ministry's financial operations. • Ensures full compliance with relevant Acts, Regulations and policies as well as strengthening the internal control for the GGF and all financial activities of the Section. • Prepares financial components with analysis of the GGF for the Corporate Plan, Annual Management Plan and Annual Reports or any other financial reports that may be required. • Takes charge of reconciliation of MoF's accounts. • Assists with finalization of the Ministry's Recurrent Budget monthly financial reports. • Regular meetings/ communicating with relevant stakeholders - internal and external. • Conducts and participates in relevant overseas trainings, courses and meetings on behalf of the MoF. • Any other duties assigned by the HOD of CSD, CEO and Hon. Minister.
10	ACCOUNTABILITIES/OUTCOMES
	<p>10.1. Planning</p> <ul style="list-style-type: none"> • Prepares Section's Monthly and Annual Work Plan to align with the Division's CP and AMP. • Facilitates and coordinates with relevant MDAs and stakeholders the preparation of the GGF Annual budget and spending. In charge of Monitoring and regular reporting of the GGF Accounts. • Liaise with HODs in the preparation of the Annual Budget and Spending both for operation and GGF • Co-facilitates and coordinates the preparation of the MoF's Recurrent Budget and the financial aspects of the Corporate Plan and the Annual Management Plan in consultation with the Heads of Divisions. • Meets with HODS, MDAs and relevant stakeholders to re-confirm GGF and finance operation matters.
	<p>10.2. Organizing</p> <ul style="list-style-type: none"> • Ensures effective operation of the GGF and Finance Operation Section. • Schedules and complete annual Calendar for the Section to ensure all commitments are completed by deadlines. • Prepares relevant training materials and coordinating trainings for GGF & Finance Operation Section. • Implements a more appropriate filing system, this should include ensuring a secure filing system and location for filing of the Division's Financial records.
	<p>10.3. Leading</p> <ul style="list-style-type: none"> • Ensures an enhanced customer service and customer satisfaction of the Section. • Ensures full compliance with relevant Acts, Regulations and policies as well as strengthening the internal controls. • Working closely with both internal and external stakeholders. • Addresses GGF and Finance Operation Section issues in the most effective way. • Reviews the internal control procedures and relevant policies related to salary. • Represents the Section on relevant meetings and contributes on behalf of the Section. • Ensure recommendations from internal/external audit are implemented.
	<p>10.4. Controlling</p> <ul style="list-style-type: none"> • Mentors staff of the Section in conducting their duties and responsibilities.

	<ul style="list-style-type: none"> • Reviewing and updating the Section's part in the Corporate Plan, Annual Management Plan and M&E Reports. • Regularly reviewing and updating of the Standard Operating Procedures (SOPs) for the Section, and ensure staff compliance. • Updates Job Descriptions and PMS of Staff in the Section. 								
	<p>10.5. Technical</p> <ul style="list-style-type: none"> • Reviews the GGF accounts and ensure compliance with relevant legislations, instructions and policies. • Reviews Financial operation accounts and ensure processing of Orders and certifying of vouchers are in accordance to relevant policies, instructions, and legislations. • Responsible for overseeing the processing of Payroll and ensure processes are in accordance to relevant policies, instructions and legislations. • Responsible for overseeing the processing of PAYE and other tax matters, ensuring that relevant policies, instructions and legislations are complied with. • Responsible for assisting and supporting all works of Internal Audit and External Audit as and when required. Further, to ensure approved audit recommendations are implemented in a timely manner. • Prepares SOPs for Finance Section for Supervisor and HOD approval. • Conducts Trainings for staff in the Section • Performs Reconciliation of Ministry Accounts. • Follow up and process Reimbursements of funded Travels and other reimbursements. • Assists with the preparation of the Ministry Budget. • Any other duties delegated by the Head of CSD, CEO and Hon. Minister including attending to meetings/trainings, official travel, acting on higher positions when necessary. • Reports on duties performed to Divisional Meetings and as and when required. • Carry out any other duties as may be required by HOD and CEO. • Reports directly to the Deputy CEO Head of CSD. 								
11	PERSON SPECIFICATION								
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	Experience	<ul style="list-style-type: none"> • Relevant degree + 2 years in a similar role, or 4 years relevant work experience • Relevant diploma + 4 years in a similar role, or 10 years relevant work experience • Current Tonga Public Service employee with 7 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).
12	ENDORSEMENT WITH SIGNATURE AND DATE	
	12.1. Chief Executive Officer, Ministry of Finance (MoF) Name: <u>Kilisitina Tuamei'api</u>	Signature:  Date: <u>26/4/24</u>
	12.2. Head of Division (Deputy CEO), Corporate Services Division Name: <u>Gladys Fukofuka</u>	Signature:  Date: <u>26/4/2024</u>
	12.3. Chief Accounting Officer, Corporate Services Division Name: <u>Vacant</u>	

