

Ministry:	Ministry of Finance
Division:	Account Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Accountant
Position Number:	FIN08303211100110003
Reports to:	Head of Division
Band:	L
Salary:	\$ 22,133 – 33,194
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"> • Assist in Cash Management duties and the preparation of weekly Cashflow reports to management • Bank Reconciliation for Government bank accounts • Assist in posting of the general ledger accounts in the sun system • Reconcile of assigned accounts and votes in preparation of Quarterly Summaries of Receipts and Payments of the Public Funds • Reconcile of assigned accounts and votes in preparation of Public Accounts and related schedules • Assist in the preparation of the Government Public Accounts and Quarterly Summaries. • Provide reports and devise control procedures to strengthen the systems of internal control within government and ministries • To carry out any other duties assigned by the Chief Executive Officer for Finance.
Accountabilities / Outcomes	<p>Planning</p> <ol style="list-style-type: none"> 1. Assist with Developing relevant plan for Accounting Section (Account Monthly Work Plan, Public Account Annual Work Plan, Corporate Plan, Annual Management Plan, Weekly Plan, Budget Actual and Forecast)

	<p>Organizing</p> <ol style="list-style-type: none"> 1. Assist Senior Accountant to Develop/Review criteria for how to manage accounting providing central services to MDAs for their financial records, payments and receipts of Revenue. 2. Also assist Senior Accountant to develop reports and devise control procedures to strengthen the system of internal control within MDAs <p>Leading</p> <ol style="list-style-type: none"> 1. Conduct meetings with Assistant Accountants (when required) ensuring that they carry out Account Section monthly work plan accordingly. Also Account staff understands their role, their contribution to the overall output of the Division <p>Controlling</p> <ol style="list-style-type: none"> 1. Develop and implement an effective and efficient way to monitor progress of the division against set task and plans. <p>Technical</p> <ol style="list-style-type: none"> 1. Assist in Cash Management duties and ensuring all government Bank accounts have sufficient balances to cater for government's obligations 2. Preparation of bank reconciliations statements of all government bank accounts allocated by account supervisors; 3. Preparation of journals and posting of the general ledger accounts in the sun system; 4. Prepare of Cash Flow Statements on a daily, weekly and monthly basis. 5. Manage Government overall cash flow and cash position 6. Assist in the preparation of the quarterly statements of receipts and payments of public funds 7. Assist in the preparation of the Government of Tonga Financial Statements at end of each financial year 8. Assist in the provision of reports on any issues identified and devise control procedures to strengthen the systems of internal control within government and ministries; <p>To carry out any other duties assigned by the DCEO Treasury Division or the CEO for Finance.</p>
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills • Good computer skills and well versed with appropriate computer programs such as Microsoft Officer (Word, Excel, Access, PowerPoint etc.) sun system, etc. • Good communication skills. Good command of both Tongan and English languages (written and spoken). • Good work attitude • Highly motivated • Well organized and hardworking

	<ul style="list-style-type: none"> • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively Desirable:
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ✚ Relevant degree + up to 3 years' work experience ✚ Relevant diploma + 3 years' relevant work experience ✚ Relevant certificate/trade/technical qualification + 5 years' experience in a <u>similar role</u> ✚ Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) Desirable:
Authorised by (sign and date)	
Acting HOD	Name: Miss. Veisia Rose Mafi Signature & Date:  7/12/24
CEO for Finance	Name: Miss. Lesieli Tufui Faletau Signature & Date: 
Employee	Name: Vacant Signature & Date: 

