



<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Account Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Assistant Accountant
<b>Position Number:</b>	FIN08303211100110004
<b>Reports to:</b>	Head of Section
<b>Band:</b>	M
<b>Salary:</b>	\$ 17,171 – \$ 25,757
<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 prepare bank reconciliations, post journal entries into the general ledger accounts in the Sun System, provide reports to management and assist in the preparation of the Government Annual Financial Statements</li> </ul>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Prepare accurate Bank Reconciliations on allocated Bank Accounts</li> <li>➤ Prepare Journal entries.</li> <li>➤ Post transaction to Sun System</li> <li>➤ Prepare report on internal control procedures</li> <li>➤ and carry out any other duties as may be directed by the Head of section, Head of Division or the CEO</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> </ul>

	<ul style="list-style-type: none"> <li>• Good computer Skills and well versed with appropriate computer programs such as MS (word, Excel, Access, PowerPoint etc).</li> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken).</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>• Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience</li> <li>• Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li> </ul> <p>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)</p> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Acting HOD</b>	<p>Name: Mrs. Sisilia M Finau</p> <p>Signature &amp; Date: </p>
<b>Acting CEO of Finance</b>	<p>Name: Miss. Lesieli Tufui Faletau</p> <p>Signature &amp; Date:  02/08/25</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>

