



Ministry:	Ministry of Finance
Division:	Checking Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Principal Accounting Officer
Position Number:	FIN08303111100110003
Reports to:	Head of Checking Section
Band:	K
Salary:	\$ 26,710 – \$ 40,064
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"> • To assist in the supervision and management of the operation of the Checking Section of the Treasury Division
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Prepare individual work plan and weekly plan of action to the AMP of the Payroll Unit 2. Checking of Treasury cashier balances and reconcile treasury cashier (float Tongatapu) on a daily basis to make sure cash book and cash count agreed with the system 3. Compliance 4. Database management 5. Follow up outstanding issues 6. Records and information management 7. Internal controls 8. Authorize vouchers 9. Any other duties delegated by the Head of Division & Chief Executive Officer for Finance

Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong Leadership and management skills, including mentoring • Excellent analytical skills with ability to explain to a non-technical audience • Good Computer skills (Word& Excel) • Good Public Relation and networking skills, able to work with a range of professions and organization • Able to work in resourced constrained environment • Ability to travel and work after hours when need arises • Good Work Attitude • Highly Motivated • Well Organized and Hardworking • Honest, Integrity, loyalty and punctuality • Highly proactive • Must be committed to duties allocated efficiently and effectively <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Postgraduate qualification (TNQAB framework Level 8 & up) + up to 1 year of relevant experience • Relevant degree + 1 year in a similar role, or 3 years' <u>relevant</u> work experience • Relevant diploma + 3 years in a similar role, or 8 years' <u>relevant</u> work experience <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>Desirable:</p>
Authorised by (sign and date)	
Acting HOD	<p>Name: Mrs. Sisilia M Finau</p> <p>Signature & Date: </p>
Acting CEO for Finance	<p>Name: Miss. Lesieli Tufui Faletau</p> <p>Signature & Date:  22/09/25</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

