



<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Revenue & Vote Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Principal Accounting Officer
<b>Position Number:</b>	FIN08303111100110003
<b>Reports to:</b>	Head of Revenue & Vote Section
<b>Band:</b>	K
<b>Salary:</b>	\$ 26,710 – 40,064
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>I. Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>II. Closer public/ private partnership for economic growth</li> <li>III. More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>IV. Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>V. Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>VI. More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>VII. 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> <p>To assist in the supervision and management of the operation of the <i>Revenue &amp; Voting Section</i> of the Treasury Division</p>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>1. Assist the Head of Section (HOS) in the formulation of weekly plan for the team, including Overtime (OT) work-plan</li> </ul> <p><b>Organising</b></p> <ul style="list-style-type: none"> <li>1. Assist in ensuring that all approved policies, rules, procedures, legislations and manuals etc, are in place and updated for the team to use, when checking payments.</li> <li>2. Organize meetings with MDAs , FFD and other stakeholders if have any issues with 1), when required</li> </ul> <p><b>Leading</b></p> <ul style="list-style-type: none"> <li>1. Assist the HOS in preparing the Quarterly Report to HOD on the performance/ operation of the Section.</li> <li>2. Ensuring that all related databases ( queries, contracts etc) are reconciled and updated</li> </ul>

	<p><b>Controlling</b></p> <ol style="list-style-type: none"> <li>1. Regular communicating with Line Ministries (MDAs) and suppliers on queries and compliance issues</li> <li>2. Assist HOS in ensuring audit recommendations/ findings are implemented accordingly</li> </ol> <p><b>Technical</b></p> <ol style="list-style-type: none"> <li>1. Daily checking and processing of revenue pay-ins for MDAs, ensuring compliance to all government policies and procedures.</li> <li>2. Daily voting of manual vouchers into the Sun Systems and processing of payroll vouchers</li> <li>3. Carry out regular revenue reconciliation with MDAs</li> <li>4. Assist in the checking of compliance for Overseas requisition and liaise with MDAs , on any issues</li> <li>5. Register and regular updating of dishonor cheques database</li> <li>6. Assist in providing relevant trainings to staff and MDAs when required.</li> <li>7. Assist in authorizing of government expenditures vouchers as per thresholds approved by the CEO</li> </ol> <p><b>Any other duties directed by the DCEO and CEO;</b></p> <ul style="list-style-type: none"> <li>• Assist in processing funds transfers when requested by Budget Division</li> <li>• Attend meetings/trainings when necessary</li> <li>• Official Travel when necessary</li> <li>• Acting on higher positions or as Sub-Treasurer when required or necessary</li> <li>• Assist in Cash Counting and Board of Survey when required etc</li> </ul>
Person Specification	
<p><b>Skills and Abilities</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Strong Leadership and management skills, including mentoring</li> <li>• Excellent analytical skills with ability to explain to a non-technical audience</li> <li>• Good Computer skills ( Word&amp; Excel)</li> <li>• Good Public Relation and networking skills, able to work with a range of professions and organization</li> <li>• Able to work in resourced constrained environment</li> <li>• Ability to travel and work after hours when need arises effectively.</li> <li>• Good Work Attitude</li> <li>• Highly Motivated</li> <li>• Well Organized and Hardworking</li> <li>• Honest, Integrity, loyalty and punctuality</li> <li>• Highly proactive</li> <li>• Must be committed to duties allocated efficiently and effectively</li> </ul> <p><b>Desirable:</b></p>
<p><b>Qualifications and Experience</b></p>	<p><b>Mandatory:</b></p> <p>Postgraduate qualification (TNQAB framework Level 8 &amp; up) + up to 1 year of relevant experience</p>

	<ul style="list-style-type: none"> <li>Relevant degree + 1 year in a <b>similar role</b>, or 3 years' relevant work experience</li> <li>Relevant diploma + 3 years in a <b>similar role</b>, or 8 years' relevant work experience</li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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 for Finance</b>	<p>Name: Miss Lesieli Tufui Faletau</p> <p>Signature &amp; Date:  02/09/25</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>

