

Ministry:	Ministry of Finance
Division:	Development Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Senior Accountant
Position Number:	FIN08303311100110003
Reports to:	Head of Development Section
Band:	J
Salary:	\$ 30,526 – \$ 45,788
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 the PA with leading of team's preparation of bank reconciliations statements of all government bank accounts; Review the preparation of Journals and Posting of the General Ledger Accounts in the Sun system; Ensure bank balance are topped up to avoid OD and that errors are dealt with or report to relevant authority; Ensure filing of payments are complete and in order; Assist in the preparation of the quarterly statements of receipts and payments of public funds; Assist in the preparation of the Government of Tonga Financial Statements at end of each financial year; Assist in provision of reports on any issues identified and devise control within Government and Ministries; Assist in the preparation and updating of the Treasury Manual on the Accounting Systems and Internal Control Procedures. Any Other Duties Assigned by the Head of Treasury, Supervisor and/or the Secretary of Finance.

<p>Accountabilities / Outcomes</p>	<p>Planning</p> <ul style="list-style-type: none"> - Formulate Individual Work Plan and weekly plan of action. - Assist the formulation of divisional AMP. <p>Leading</p> <ul style="list-style-type: none"> - Preparation of bank reconciliations statements of allocated Development Bank accounts. - Ensure team's Monthly Bank Reconciliation are completed as per schedule and that creditor reversals are carried out. - Daily checking of bank statements against cash records. - Bring up balance of main development account to supervisor and watch especially the BSP bank balance to avoid over draft. - Ensure that team's filing of paid vouchers/POs are completed and in order. <p>Controlling</p> <ul style="list-style-type: none"> - Provision of reports on any issues identified and devise control procedures. - Assist with revote of all Development votes in the beginning of the new financial year. - Confirm balances (vote and bank accounts). - Liaise with LMs to make sure vote reconciliation for 30th June is submitted as well as monthly as per TI. - Liaise with PAMD on any matter pertaining Grants or Loan agreements or outstanding fund received. - Liaise with LMs and Sub-treasuries to return transfer balance by end FY. - Liaise with Banks on incorrect postings and FFD on errors in SUN where necessary. <p>Technical</p> <ol style="list-style-type: none"> 1. Process letter payments via bank transfer, preparation of journal entries and posting of the general ledger accounts in the Sun System <ul style="list-style-type: none"> - Letter Payments are processed and delivered to banks. - Journal entries are entered into the system. - File all payment transfers by projects accordingly. 2. Itemize of all Development fund receives into Sun system. <ul style="list-style-type: none"> - Journal entries are entered into the system. - Ledger Accounts are posted. - File all receipts in projects folders accordingly. - Follow-up with LMs to submit T-8. 3. Transfer Development funds to outer islands. <ul style="list-style-type: none"> - Process and delivered to bank. - Journal entries are entered into the system. - Ledger Accounts are posted. - Scan hard copy of the transfer and send to sub treasury in outer islands. - File all transfers by islands accordingly. 4. Process the reimbursement of all Development PAYEs, JOURNALS and outer island returns into Government Operating Account or others where relevant. 5. Quality checking of vouchers before payment. 6. Prepare manual vouchers when required. 7. To assist with preparation and/or checking of development reports/acquittals. 8. To assist with training of development staff where necessary. 9. To assist with ledger entry and delivery of development wages to the Banks. 10. To assist in the preparation of statement showing the Quarterly Summaries of Receipts and Payments of the Public Funds. 11. To assist in the preparation of the Government of Tonga Financial Statements at the end of the financial year. <p>And carry out any other duties as may be directed by the Head of Treasury or the CEO</p> <ol style="list-style-type: none"> 1. Report (written or oral) or documentations on duties being assigned.
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Person Specification

Skills and Abilities	Mandatory: <ul style="list-style-type: none"> • Good analytical skills • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, and Power Point etc), Sun system, etc. • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Good work attitude • Highly motivated • Well organized and hardworking • 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"> ✚ Master's degree with no working experience ✚ Post Graduate diploma with at least 1 year experience in a similar role OR at least 3 years relevant working experience ✚ Bachelor's degree with at least 3 years' experience in a similar role OR at least 4 years relevant working experience <u>Qualification acceptable for this role must be in Accounting, Professional Accounting or Finance, Business or Commerce with emphasis in Accounting from a recognised educational institution</u> Desirable: <ul style="list-style-type: none"> ✚ Have experience in using SUN system and/or Vision
Authorised by (sign and date)	
Acting HOD	Name: Mrs Sisilia M.Finau Signature & Date: <i>Sisilia M. Finau</i>
Acting CEO for Finance	Name: Miss. Lesieli Tufui Faletau Signature & Date: <i>Lesieli Tufui Faletau</i> 02/08/15
Employee	Name: Vacant Signature & Date:

