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| Ministry: | Ministry of Finance |
| Division: | Account Section, Treasury Division |
| Location: | SGGB, Nuku'alofa |
| Job Title: | Treasury Cashier |
| Position Number: | FIN08303111100110005 |
| Reports to: | Head of Division |
| Band: | N |
| Salary: | \$ 13,355 – 20,033 |
| 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"> • Paying out of all expenditure vouchers properly authorized by the HOD/CEO for Finance |
| Accountabilities / Outcomes | <ul style="list-style-type: none"> • Paying out of all expenditure vouchers properly authorized by the HOD/CEO. • Issuing receipts on all cash or cheques paid in directly to Treasury • Ensuring all expenditure vouchers have been fully checked and properly authorized before payments are made • Preparing daily cash balance on hand summary, ready to be reconciled with cash book • Reporting to Chief Accounting Officer and appropriate senior management on Daily cash balance and requesting for top-ups when required • Daily register of vouchers into cashbook manually • Inputting all vouchers payout from Treasury Cashier –Sun Payment • Pay in every cheques in the cashier into Government Bank Account depending on the cheques • Reporting to supervisor long outstanding unclaimed vouchers at the cashier |

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| | <ul style="list-style-type: none"> Reporting to supervisor any issues related to performed duties and carry out any other duties directed by the Head of Treasury Division or Chief Executive Officer for Finance |
| Person Specification | |
| Skills and Abilities | <p>Mandatory:</p> <ul style="list-style-type: none"> Must have good public relation and networking skills. Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, etc), Sun system, etc. Good communication skills. Good command of both Tongan and English languages (written and spoken). Honesty and integrity Positive work attitude and can work well in a team setting. Reliable and highly motivated and maintain confidentiality of information Well organized and hardworking 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"> ✦ Diploma Level 5/ 6 TNQAB framework in relevant field ✦ Certificate level 4/trade/technical qualification + 2 years' <u>relevant</u> work experience ✦ Form 7 + 4 years' <u>relevant</u> work experience ✦ PSSC + 7 years' <u>relevant</u> work experience ✦ 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>Desirable:</p> |
| Authorised by (sign and date) | |
| Acting HOD | <p>Name: Mrs. Sisilia Moala Finau</p> <p>Signature & Date: </p> |
| Acting CEO of Finance | <p>Name: Miss. Lesieli Tufui Faletau</p> <p>Signature & Date:  08/05/20</p> |
| Employee | <p>Name: Vacant</p> <p>Signature & Date:</p> |

