
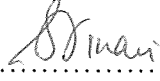



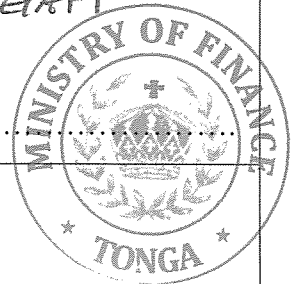
<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Account Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Accountant
<b>Position Number:</b>	FIN08303211100110003
<b>Reports to:</b>	Head of Division
<b>Band:</b>	L
<b>Salary:</b>	\$ 22,133 – 33,194
<b>Job Purpose</b>	<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>• Check and ensure completeness, accuracy and compliance of all Overseas Missions' Returns.</li> <li>• Preparation of bank reconciliations statements of all government bank accounts allocated by Account Supervisors;</li> <li>• Assist in the preparation of the quarterly statements of receipts and payments of public funds;</li> <li>• Assist in the preparation of the government of Tonga financial statements at end of each financial year;</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Assist with Developing relevant plan for Accounting Section (Account Monthly Work Plan, Public Account Annual Work Plan, Corporate Plan, Annual Management Plan, Weekly Plan, Budget Actual and Forecast)</li> </ol> <p><b>Organizing</b></p> <ol style="list-style-type: none"> <li>1. Assist Senior Accountant to Develop/Review criteria for how to manage accounting providing central services to MDAs for their financial records, payments and receipts of revenue</li> <li>2. Also assist Senior Accountant to develop reports and devise control procedures to strengthen the system of internal within MDAs.</li> </ol>

	<p style="text-align: center;"><b>3. Assistant Secretariat for Public Accounts Task Team</b></p> <p><b>Leading</b></p> <p>1. Conduct weekly meeting with Assistant Accountants and Team Leader and make sure that they carry out Account Section monthly work plan accordingly. Also Account staff understands their role, their contribution to the overall output of the Division</p> <p><b>Controlling</b></p> <p>1. Recommend in a Memo to HOD an effective and efficient way to monitor progress of the division against set task and plans relating to own core duties.</p> <p><b>Technical</b></p> <ol style="list-style-type: none"> <li>1. Prepare with a degree of accuracy all bank reconciliations statements of all government bank accounts allocated by Account Supervisor all overseas missions</li> <li>2. Preparation of journals and posting of the general ledger accounts in the sun system;</li> <li>3. Checking of all Overseas Mission's Monthly Financial Returns</li> <li>4. Preparations and posting of journal vouchers for all Overseas Mission's Monthly Financial Returns into the Sun System.</li> <li>5. Assist in checking and posting in to SUN System all the GOT FX Levy Reports and Collections from Financial Institutions to the Ministry for accuracy and compliance with the Foreign Exchange Amendment Act 2016.</li> <li>6. Reverse all outstanding creditors in the Sun System</li> <li>7. Assist in checking of all Bank Reconciliations;</li> <li>8. Assist in the preparation of the quarterly statements of receipts and payments of public funds</li> <li>9. Assist in the preparation of the government of Tonga financial statements at end of each financial year;</li> <li>10. Prepare official letters and reports upon direction from HOD;</li> </ol> <p><b>To carry out any other duties assigned by the DCEO Treasury Division or the CEO for Finance.</b></p>
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**Person Specification**

<p><b>Skills and Abilities</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good analytical skills</li> <li>• Good computer skills and well versed with appropriate computer programs such as Microsoft Officer (Word, Excel, Access, PowerPoint etc.) sun system, etc.</li> <li>• Good communication skills. Good command of both Tongan and English languages (written and spoken).</li> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</li> </ul>
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	<ul style="list-style-type: none"> <li>• Highly proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively</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 degree with no working experience</li> <li>✚ Diploma certificate with at least 3 years' experience in a <b>similar role</b> OR at least 4 years relevant working experience.</li> </ul> <p><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></p> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	<p>Name: Miss Ma'ata Maileseni</p> <p>Signature &amp; Date:.....  </p>
<b>Acting HOD</b>	<p>Name: Mrs Sisilia M Finau</p> <p>Signature &amp; Date:.....  </p>
<b>CEO</b>	<p>Name: Mrs <del>Aivi Fakahua</del> <b>KULISITINA TANMEAPI</b></p> <p>Signature &amp; Date:.....  </p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>



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<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>• Prepare of Bank Reconciliations statements of all government bank accounts allocated by Account Supervisors</li> <li>• Prepare of Journals and posting of the general ledger accounts in the sun systems</li> <li>• Assist in the preparation of the quarterly statements of receipts and payments of public funds</li> <li>• Assist in the preparation of the government of Tonga financial statements at the end of each financial year Assist in the preparation and updating of the Treasury manual on the accounting systems and internal control procedures</li> <li>• Checking and reconciliation of all government trust accounts allocated by supervisors</li> <li>• Any other duties assigned by the head of Finance.</li> </ul>
Accountabilities / Outcomes	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Assist with developing relevant plan for the Account Section (Account monthly work plan, Corporate plan, Annual Management Plan, Weekly plan, budget Actual and forecast</li> </ul> <p><b>Organizing</b></p>

	<ul style="list-style-type: none"> <li>• Assist Deputy CEO to Develop Review criteria for how to manage accounting, providing central services to MDAs for the financial records, payments and receipts of Revenue</li> <li>• Also assist Chief Accountant to develop reports and devise control procedures to strengthen the system of internal control within MDAs.</li> </ul> <p><b>Leading</b></p> <ul style="list-style-type: none"> <li>• Conduct monthly meeting with Assistant Accountant and Team Leader and make sure that they carry our Account Section monthly work plan accordingly. Also account staff understands their role, their contribution to the overall output of the Division.</li> </ul> <p><b>Controlling</b></p> <ul style="list-style-type: none"> <li>• Develop and implement an effective and efficient way to monitor progress of the division against set tasks and plans</li> </ul> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Preparation of bank reconciliations statements of all government bank accounts allocated by Account Supervisors</li> <li>• Preparation of journals and posting of the general ledger accounts in the sun system</li> <li>• Checking and reconciliation of all Government trust accounts allocated by Supervisors</li> <li>• Assist in the preparation of the quarterly statements of receipts and payments of public funds</li> <li>• Assist in the preparation of the government of Tonga financial statements at end of each financial year</li> <li>• Assist in the provision of reports on any issues identified and devise control procedures to strengthen the systems of internal control within government and ministries</li> <li>• Assist in the preparation and updating of the Treasury Manual on the accounting systems and internal control procedures</li> <li>• Any other tasks delegated by Chief Executive Officer for Finance.</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 Microsoft Officer (Word, Excel, Access, PowerPoint etc.) sun system, etc.</li> <li>• Good communication skills. Good command of both Tongan and English languages (written and spoken).</li> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</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> <ul style="list-style-type: none"> <li>⚡ Bachelor degree with no working experience</li> <li>⚡ Diploma Certificate with at least 2 years' experience in a <b>similar role</b> or at least 3 years relevant working experience.</li> </ul> <p><b>Qualification acceptable for this role must be in Accounting or Professional Accounting with emphasis in Accounting from a recognised educational institution.</b></p> <p><b>Desirable:</b></p>
<p><b>Authorised by (sign and date)</b></p>	
<p><b>Supervisor</b></p>	<p>Name: Miss Ma'ata Maileseni</p> <p><i>Ma'ata Maileseni</i> 10/11 Signature &amp; Date:</p>
<p><b>Deputy Secretary / HOD</b></p>	<p>Name: Mrs Sisilia M Finau</p> <p>Signature &amp; Date: <i>Sisilia M Finau</i> 10/11</p>
<p><b>CEO</b></p>	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature &amp; Date: <i>Kilisitina Tuamei'api</i> 10/11/2011</p>
<p><b>Employee</b></p>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>

