

Ministry:	Ministry of Finance
Division:	Account Section, Treasury Division (TOD)
Location:	SGGB, Nuku'alofa
Job Title:	Chief Clerk
Position Number:	FIN08303111100120006
Reports to:	DCEO
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"> • Processing of all Government Bank cheques from the Accounting System
Accountabilities / Outcomes	<ul style="list-style-type: none"> ➤ Process all Government vouchers (print cheques) in the Government accounting system or manually, ensuring all supporting documents are attached and that vouchers has been duly checked/authorized ➤ Ensure all Government vouchers are processed using correct cheques <ul style="list-style-type: none"> • Recurrent • Development • Trust Account <ul style="list-style-type: none"> ➤ Ensure details of vouchers (to process) matches that of what is in SUN system ➤ Ensure after printing of cheques that all vouchers are stamped PAID, dated, cheques are signed and numbered correctly ➤ Reconcile and ensure all manual cheques are manually chequed in SUN system ➤ Ensure all cheques are properly signed by authorized signatories, before being passed on to front counter ➤ Ensure all authorized vouchers are sorted and stored safely ➤ Assist in reconciling (checking) outstanding payments and paid vouchers in SUN system ➤ Register and stock-take cheques (blank) to ensure there is always sufficient stock in Treasury and ensure they are correct, in order and are stored safely

	<ul style="list-style-type: none"> ➤ Assist with disbursement of cheques to suppliers and customers or Treasury Cashier when required ➤ Assist with creditor reversal at end of quarter when required ➤ Assist customers (phone & in person) or Treasury staff in checking whether vouchers has been received by the Ministry ➤ Report to Chief Accountant when stock in low to liaise with CSD to order next lot of stock and any issues regarding duties performing ➤ Carry out any other duties as may be directed by the Head of Treasury Division or the CEO for Finance
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <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, etc) • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Positive work attitude and can work well in a team setting. • Highly motivated and maintain confidentiality of information • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively.
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' relevant work experience 🇫🇯 Form 7 + 4 years' relevant work experience 🇫🇯 PSSC + 7 years' relevant 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>
Authorised by (sign and date)	
Supervisor	<p>Name: Ms Ma'ata Maileseni</p> <p>Signature & Date:</p>
Deputy CEO/ HOD- TOD	<p>Name: Mrs Sisilia M Finau</p> <p>Signature & Date:</p>

CEO for Finance	Name: Mrs Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date: