

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Checking Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Assistant Accountant
<b>Position Number:</b>	FIN08303111100110005
<b>Reports to:</b>	Head of Checking Section
<b>Band:</b>	M
<b>Salary:</b>	\$ 17,171 – 25,757
<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>• The Assistant Accountant provides Accounts operational support to the Checking Section of the Treasury Division. He/She is assigned varying and complex Wages process related assignments by the Supervisor and is responsible for review of internal controls improvements of procurement proceedings of assigned Ministries. Work at this level involves responsibility for checking of Wages for contracted people a homogenous segment of wages involving coordination of a number of reviews and awareness program related to policy implementations and improvements to process and procedure.</li> </ul>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Labour Wages (L/W)-Daily Paid</li> <li>• Contract Employees' wages (both recurrent and development)</li> <li>• Meeting fees</li> <li>• Training and workshop fees before authorization for payment.</li> <li>• Closely liaising with budget division and development section in ensuring there's funds allocations in the approved budget for all new recruits</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining and updating database/register on all government daily paid/contract employees etc</li> <li>• Report to Head of Unit on a weekly and monthly basis</li> <li>• Runner bank deductions ready for printing of cheques</li> <li>• Reconcile cheque particular to attached vouchers before delivery tom Banks</li> <li>• Ensuring payments(L/W's) cheques:</li> <li>• Are signed by approved authorize signatories</li> <li>• Register cheques to delivery book</li> <li>• Are delivered to the Banks and related organisations</li> <li>• Banks signed and stamped vouchers</li> <li>• Bank obtain copy of voucher</li> <li>• Bank receive correct cheque</li> <li>• Bank sign delivery book.</li> <li>• Are reported to HOD when missing or when there is a problem</li> <li>• Ensure delivered cheques (deductions) are passed to front counter (Cheque) for filing</li> <li>• Query vouchers to MDAs and assist in responding to queries from Line Ministries on any Daily Paid/Contracts Employees issues</li> <li>• Assist with checking of other expenditure vouchers (all type) when required</li> <li>• Assist in providing regular reports to management on issues/status etc on Daily Paid/Contract Employees</li> <li>• Assist with filing of contracts, variations, L/W masters in an orderly fashion, and store in a safe and secured space</li> </ul> <p><b>To carry out any other duties assigned by the supervisor and Head of Treasury:</b></p> <ul style="list-style-type: none"> <li>• Assist Accounts (Treasury) with outer-island returns when required</li> <li>• Attend meetings/trainings when necessary</li> <li>• Official Travel when necessary</li> <li>• Acting on higher positions when required or necessary etc</li> </ul>
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<b>Person Specification</b>	
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<b>Skills and Abilities</b>	<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 Office (Word Excel and PowerPoint etc).</li> <li>• Must have good public relation and networking skills.</li> <li>• Good communication skills. Fluent in 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>
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<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>✚ Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience</li> <li>✚ Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li> </ul> <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> <b>Desirable:</b>
<b>Authorised by (sign and date)</b>	
<b>Acting HOD</b>	Name: Mrs Sisilia M Finau  Signature & Date:.....
<b>CEO</b>	Name: Mrs Kilisitina Tuamei'api  Signature & Date: .....
<b>Employee</b>	Name: Vacant  Signature & Date: .....