

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Account Section, Treasury Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Accounting Officer
<b>Position Number:</b>	FIN08303111100110005
<b>Reports to:</b>	Head of Account 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>• Paying out of all expenditure vouchers properly authorized by the HOD/CEO for Finance.</li> </ul>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Paying out of all expenditure vouchers properly authorized by the HOD/CEO for Finance.</li> <li>• Issuing receipts on all cash or cheques paid in directly to Treasury.</li> <li>• Ensuring all expenditure vouchers have been fully checked and properly authorized before payments are made.</li> <li>• Filling in of cash request forms and make sure it is approved before cashing out vouchers that are over \$1,000.00.</li> <li>• Ensuring that cash at cashier are kept in a safe &amp; secure place.</li> <li>• Ensuring that there are always cash available for payments of vouchers.</li> <li>• Daily cashier balance with two (2) other staff from the team.</li> <li>• Assist senior officer from the team in double checking of the cashier balance every morning before the cashier opens to the public.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting to Chief Accounting Officer and appropriate senior management on Daily cash balance and requesting for top-ups when required.</li> <li>• Pay in every cheque in the cashier into Government Bank Account depending on the cheques.</li> <li>• Reporting to supervisor any issues related to performed duties.</li> <li>• And carry out any other duties as may be directed by the Head of Treasury or the CEO</li> </ul>
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**Person Specification**

<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>	<p><b>Mandatory:</b></p> <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> <p><b>Desirable:</b></p>
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**Authorised by (sign and date)**

<b>Supervisor</b>	<p>Name: Ms Ma'ata Maileseni</p> <p>Signature &amp; Date:.....</p>
<b>Acting Secretary/HOD</b>	<p>Name: Mrs Sisilia M Finau</p> <p>Signature &amp; Date:.....</p>
<b>CEO</b>	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature &amp; Date: .....</p>

<b>Employee</b>	Name: Vacant  Signature & Date: .....
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