

Ministry:	Ministry of Finance
Division:	Revenue & Vote Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Chief Accounting Officer
Position Number:	FIN08303111100110002
Reports to:	Deputy CEO, Treasury Division.
Band:	J
Salary:	\$ 30,526 – 45,788
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"> • To head, manage and supervise the operation of the Revenue& Voting Section of the Treasury Division
Accountabilities / Outcomes	<p>Planning</p> <ol style="list-style-type: none"> 1. Formulate Individual work-plan and weekly plan of the team 2. Manage and submit leave plans and acting proposals for the section 3. Assist the formulation of divisional AMP and contribute to the discussion of the CP <p>Organizing</p> <ol style="list-style-type: none"> 1. Ensure that all approved policies, rules, procedures, legislations and manuals etc, are in place and updated for the team to use, when checking revenue and voting of vouchers. 2. Regularly meet with MDAs, Financial Framework Division, Budget Division and other stakeholders if have any issues with 1) and identify improvements on way forward <p>Leading</p> <ol style="list-style-type: none"> 1. Lead regular meeting with the section to ensure progress against work plan, AMP&CP 2. Maintain good working relationship with MDAs and relevant authority

	<ol style="list-style-type: none"> 3. Represent Section on meetings relating to voting and revenue issues, when required 4. Quarterly Report to HOD on the performance/ operation of the Section. 5. Ensuring that all related databases (queries, bounced cheques etc) are maintained and regularly updated 6. Ensure Regular Reconciliation of revenues& voting for all line ministries (MDAs) are carried out. <p>Controlling</p> <ol style="list-style-type: none"> 1. Provide regular reports to HOD on issues identified and devise control procedures. 2. Regular ensuring that all internal controls are effectively in operation within the process of the section <p>Technical</p> <ol style="list-style-type: none"> 1. Daily supervising and assist in voting of manual vouchers into the sun-system 2. Oversee and assist in checking of all Revenue pay-ins by MDAs to ensure compliance to all policies and procedures 3. Oversee and ensure that all payroll vouchers are timely voted to meet payroll team timeframes 4. Oversee filing of all revenue and journal vouchers 5. Checking compliance and carry out reconciliation of Overseas Requisition and liaise with MDAs on any issues 6. Closely liaise with MDAs on Dishonored cheques on ensuring timely recovery is done 7. Facilitate and assist on requests from the Sub-Treasuries in terms of revenue reconciliation, confirmation of votes training and training etc 8. Prepare training material and provide relevant Treasury Trainings to Staff and MDAs when required 9. Assist in authorizing of government payments and government cheques in accordance to the authority delegated by the CEO. 10. Draft and review the job descriptions for the Voting& Revenue Section 11. Assist in the preparation of the Quarterly summaries of Receipts and Payments & the Public Account <p>Any other duties directed by the DCEO and CEO:</p> <ul style="list-style-type: none"> • Assist in processing funds transfers when requested by Budget Division • Assist in registering and reconciling leave entitlements& plans for Treasury Division • Attend Meetings/Trainings when required • Official Travel when required etc
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Person Specification

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership and management skills including mentoring • Excellent analytical skills with ability to explain to a non-technical audience. • Excellent computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc) sun system and vision • Good communication skills, Good command of both Tongan & English languages (written and spoken)
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	<ul style="list-style-type: none"> • Good public relation and networking skills, able to work with a range of professions and organizations • Able to work in resources constrained environment • Ability to travel and work after hours when the need arises • Good work attitude • Highly committed, self motivated and proactive • Able to motivated others in a positive and constructive manner • Well organized and hard working • High honesty and intellectual integrity • Highly proactive • Willing and able to provide mentoring to junior staff • Must be committed to duties allocated, efficiently and effectively <p>Desirable:</p>
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours and MA) up to 1 year experience in a similar role • Relevant degree + 2 years in a similar role, or 4 years’ relevant work experience • Relevant diploma + 4 years in a similar role, or 10 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> <p>Desirable:</p>
<p>Authorised by (sign and date)</p>	
<p>Acting Secretary/HOD</p>	<p>Name: Mrs Sisilia M Finau</p> <p>Signature & Date:.....</p>
<p>CEO</p>	<p>Name: Mrs Kilisitina Tuamei’api</p> <p>Signature & Date:</p>
<p>Employee</p>	<p>Name: Vacant</p> <p>Signature & Date:</p>