

Ministry:	Ministry of Finance
Division:	Account Section, CSD
Location:	SGGB, Nuku'alofa
Job Title:	Senior Accountant
Position Number:	FIN08104111100110002
Reports to:	Deputy CEO CSD
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> <p>The Senior Accountant manages the Budget & Assets Unit of the CSD and will be responsible for formulating the Ministry's budget, monitoring, analyzing and reporting on its spending (Ministry's Recurrent Budget of about \$104.5 millions) including all MoF's assets effectively, efficiently and in compliant with the Public Finance Acts, appropriate Regulations and processes. The Section excludes processing of transactions requiring procurement and leave them out for the Procurement & Project Oversight Section. The incumbent will continuously liaise/consult with other HOD's of the MoF relating to their budgets and spending as well as their asset requirements and disposals before analyzing and making recommendations on budgeting, spending and assets to the Deputy CEO of CSD, CEO and Hon. Minister.</p> <ul style="list-style-type: none"> ➤ <i>Detailed functions of the Senior Accountant are listed below.</i>
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> ➤ Prepares Section's Monthly and Annual Work Plan to align with the Division's CP and AMP ➤ Facilitates and coordinates with HODs in the preparation of the Annual Budget and Spending as well as fixed asset acquisition, disposal and reporting of the Ministry's fixed assets

	<ul style="list-style-type: none"> ➤ Facilitates and coordinates the preparation of the MoF’s Recurrent Budget and the financial aspects of the Corporate Plan and the Annual Management Plan in consultation with the Heads of Section. <p>Organizing</p> <ul style="list-style-type: none"> ➤ Ensures effective operation of the Budget & Assets Unit ➤ Schedules regular physical verification of fixed assets. ➤ Prepares relevant training materials and coordinating trainings for Finance & Assets Section staff. ➤ Implements a more appropriate filing system, this should include ensuring a secure filing system and location for filing of the Division’s Financial records. <p>Leading</p> <ul style="list-style-type: none"> ➤ Ensures full compliance with relevant Acts, Regulations and policies as well as strengthening the internal controls. ➤ Working closely with both internal and external stakeholders. ➤ Addresses Finance & Asset Section issues in the most effective way. ➤ Reviews the internal control procedures and relevant policies related to salary. ➤ Represents the Section on relevant meetings and contributes on behalf of the Section. ➤ Implements recommendations from internal/external audit <p>Controlling</p> <ul style="list-style-type: none"> ➤ Mentors staff of the Unit in conducting their duties and responsibilities. ➤ Regularly reviews Standard Operating Procedures (SOPs) for the Section, and ensure staff compliance. <p>Technical</p> <ul style="list-style-type: none"> ➤ Reviews Fixed Assets Register and ensure updates are completed. ➤ Reviews Asset Verification Reports and reconciles with Fixed Asset Register. ➤ Reviews Quarterly Fixed Asset Register Report as completed and added to Government overall asset inventory. ➤ Prepares SOPs for the whole Finance Section for Supervisor and HOD approval. ➤ Conducts Trainings for staff in the Section ➤ Compiles financial components of the Corporate Plan (CP) and Annual Management Plan (AMP). ➤ Compiles financial components of the Annual Report. ➤ Performs Reconciliation of Ministry Accounts. ➤ Preparation of the Ministry Budget. ➤ Assists with GGF payments and reports. ➤ Any other duties delegated by the Head of CSD, CEO and Hon. Minister including attending to meetings/trainings, official travel, acting on higher positions when necessary. ➤ Reports on duties performed. <p>Any other duties directed by the DCEO and CEO:</p>
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, Access, and Power Point etc.), Sun system, etc. • Good communication skills. Fluent in both Tongan and English languages (written and spoken).

	<ul style="list-style-type: none"> • Must have good public relation and networking skills • Good work attitude • Highly motivated • Well organized and hardworking <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Master's degree with no working experience ✚ Post Graduate diploma with at least 1 year experience in a similar role OR at least 3 years relevant working experience ✚ Bachelor's degree with at least 3 years' experience in a similar role OR at least 4 years relevant working experience <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>Desirable:</p>
Authorised by (sign and date)	
Supervisor	Name: Miss Losaline Afeaki Signature & Date:..... <i>Afeaki</i>
A/HOD	Name: Mrs Suliana Vi Signature & Date:..... <i>Suliana Vi</i>
Acting/CEO	Name: Miss Lesieli Tufui Faletau Signature & Date: <i>L. Faletau 28/07/25</i>
Employee	Name: Vacant Signature & Date:

