

Ministry:	Ministry of Finance
Division:	Finance Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Accountant
Position Number:	FIN08104211100110004
Reports to:	Head of Finance Section
Band:	L
Salary:	\$22,133 – \$33,194
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> <ol style="list-style-type: none"> 1. To assist the Head of Division (HOD) in the preparation implementation and monitoring and evaluation of the Ministry performance against the approved budget in the relation to the Corporate Plan 2. To ensure compliance of Ministry Budget performance against the public Financial Management Act Treasury Instructions Public Service Commission 3. Ensure timely reporting to HOD in relation to Ministry Budget, and other financial operation of the Ministry 4. Ensure proper database and records management is in place
Accountabilities / Outcomes	<p>Planning</p> <ol style="list-style-type: none"> 1. Assist the Head of Section develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast) <p>Organizing</p> <ol style="list-style-type: none"> 1. Assist the Head of Section develop/Review and document efficient internal systems for managing correspondences, submissions and gazette.

	<p>Leading</p> <ol style="list-style-type: none"> 1. Communicating 2. Motivating 3. Developing <p>Controlling</p> <ol style="list-style-type: none"> 1. Monitoring 2. Evaluating 3. Correcting 4. Reporting <p>Technical</p> <ul style="list-style-type: none"> • Assist to monitor the implementation of the budget • Process GGF expenditure payments • Assist to provide financial reports to monitor performance against approved budget • Assist in the reporting of Overseas Medical Referral Payments • Report each Ministry's Telephone and Internet Bills • Process Salary, and other allowances for Ministry's Staffs • Report Overpayments/Underpayments and Overtimes • Process and Report Overseas Subscription • Comply with file management procedures and good records keeping procedures. • Assist with GPO Reconcile • To carry out any other duties assigned by the CEO.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills • Good programming Skills • Good computer skills • communication skills. Good command of both Tongan and English languages (written and spoken). • Good work attitude • Highly motivated • Well organized and hardworking • Honest • Loyalty to government • Efficient and effective <p>Desirable:</p>

Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ⊕ Relevant degree with no working experience ⊕ Diploma certificate with at least 3 years' experience in a <u>similar role</u> OR at least 4 years relevant working experience. <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> Desirable:
Authorised by (sign and date)	
Supervisor	Name: Miss Losaline 'Afeaki Signature & Date: <i>Losaline</i>
A/Deputy Secretary / HOD	Name: Mrs Suliana Vi Signature & Date: <i>Suliana</i>
A/CEO	Name: Miss Lesieli Tufui Faletau Signature & Date: <i>Lesieli Tufui Faletau</i> 28/07/18
Employee	Name: Vacant Signature & Date:



