

Ministry:	Ministry of Finance
Division:	Treasury Division (TOD)
Location:	Sub-Treasury Ha'apai
Job Title:	Clerk Class I
Position Number:	FIN08303111100130004
Reports to:	Sub-Treasurer
Band:	P
Salary:	\$10,494 - 15,740
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"> • Cashier services, provide receipts for all payment received, checking services, Update Cash Book, Record and report daily cash balance, prepare expenditure voucher and prepare weekly returns
Accountabilities / Outcomes	<p>Core Duties</p> <ul style="list-style-type: none"> • Pay out all expenditure vouchers including wages payment vouchers and any other authorized payments • Issue receipts on all cash or cheques paid in directly to Sub-Treasury • Final check all expenditure vouchers and supporting documents before cash payment • Prepare summary of daily cash balance to be reconciled with Cash Book • Report to Sub-Treasurer on daily cash balance and request for top-ups when required • Daily register of vouchers into Cash Book • Prepare government expenditure vouchers for line ministries.

	<ul style="list-style-type: none"> Ensuring expenditure voucher prepared is consistent with authorized purchase order and invoice. Ensuring votes on expenditure vouchers do exist in the approved Estimates Assist in preparing the weekly returns to be submitted to Treasury -Tongatapu. Regular reporting to supervisor on any issues regarding performed duties. and carry out any other duties as may be directed by the Head of Treasury Division or the CEO for Finance
Person Specification	
Skills and Abilities	Mandatory: <ul style="list-style-type: none"> Computer literate Fluent in both English & Tongan languages. Honest, Loyal, Hardworking
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ⚡ Form 7 or equivalent of Certificate level 3 ⚡ Form 6 PSSC or equivalent of Certificate level 2 + 1 year of work experience ⚡ 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)
Authorised by (sign and date)	
Supervisor	Name: Mrs Veisia R M Palaki Signature & Date:
Acting Deputy CEO/ HOD-TOD	Name: Mrs Sisilia M Finau Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date: