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| Ministry: | Ministry of Finance |
| Division: | Sub Treasury Ha'apai, Treasury Division (TOD) |
| Location: | Ha'apai |
| Job Title: | Clerk Class II |
| Position Number: | FIN08303111100140005 |
| Reports to: | Sub-Treasurer Ha'apai |
| Band: | Q |
| Salary: | \$9,540 - 14,309 |
| 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"> • Daily update of vote/ cash book and assist with other Sub-Treasury tasks. |
| Accountabilities / Outcomes | <p>Core Outputs</p> <ul style="list-style-type: none"> ➤ Assist in the checking and processing of Expenditure vouchers including salaries and wages; ➤ Assist in paying in to the Bank all funds received by the cashier daily; ➤ Carrying out vote reconciliations; ➤ Manage files and storage areas ➤ Manage correspondences to/from Sub-Treasury ➤ Assist in the preparation of the Monthly Returns to be sent to Tongatapu. ➤ Assist in various Sub-Treasury's works being assigned to and any other duties required by the Sub-Treasurer and/or Senior ➤ and carry out any other duties as may be directed by the Sub Treasurer or the CEO. |

Person Specification

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| Skills and Abilities | Mandatory: <ul style="list-style-type: none"> • 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) • 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 |
| 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 <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> |
| Authorised by (sign and date) | |
| Supervisor | Name: Mr Falakiko 'Asisi Po'uhila Signature & Date: |
| Acting Deputy CEO/ HOD | Name: Mrs Sisilia M Finau Signature & Date: |

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| CEO for Finance | Name: Mrs Kilisitina Tuaimē'api Signature & Date: |
| Employee | Name: Vacant Signature & Date: |