

Ministry:	Ministry of Finance
Division:	Framework Policy Section. Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Senior Accounting System Administrator
Position Number:	FIN08301211100110003
Reports to:	Deputy CEO (FFD)
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"> • Lead the administration and oversight of the Government Financial Accounting System(Sun System), ensuring reliable functionality, user access control, and data integrity • Draft and maintain the system reversals, user activity, and internal control issues • Monitor and report on system reversals, user activity, and internal control issues. • Lead the preparation of system-generated reports, including ad hoc and audit-related reports, as required by the supervisor or HOD • Support the implementation of corrective actions based on audit and Treasury recommendations, ensuring continuous improvement of the system • Upload annual budget estimates and review applied rule sets for accuracy and alignment with Government policy.

	<ul style="list-style-type: none"> Carry out any other duties as directed by the Head of Financial Framework Division, Supervisor or the CEO for Finance
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> Develop individual work plan aligning with Financial Framework AMP Consolidate and submit the team workplan to Supervisor Prepare and finalize annual training plan for both internally and externally system users Propose team capacity development and training needs to superior <p>Organising</p> <ul style="list-style-type: none"> Coordinate meetings with MDA's to discuss Government Financial Accounting System related issues Organise internal team meetings ad maintain effective team coordination <ul style="list-style-type: none"> Develop and maintain a well-organized database and e-filing system challenges <p>Controlling</p> <ul style="list-style-type: none"> Monitor and manage Sun System to ensure functionality, data accuracy, and security Review and manage system user access and activity logs to ensure compliance <p>Evaluating</p> <ul style="list-style-type: none"> Review quality checking of all transactions entered into the sun system Review process weaknesses evaluate system process weakness and recommend solution <p>Correcting</p> <ul style="list-style-type: none"> Recommend to Supervisor/Hod to correct any non-practical process/internal controls within the government Financial System <p>Reporting</p> <ul style="list-style-type: none"> Report on review of inaccurate transaction identified Report on review of reversals being mad3e in the sun system Report on implementation of recommendations form Auditor/Treasury <p>Technical</p> <ul style="list-style-type: none"> Design and format ad hoc reports requested through the HOD Revise and update report templates to meet evolving stakeholder requirements

	<ul style="list-style-type: none"> • Lead the annual upload of budget estimates into the system and review rule sets applied • Maintain and regularly update process manuals for the Government Financial Accounting System • Lead reconciliation of commitments for all recurrent votes • Monitor and review system user activity and provide guidance to users as needed • Support audit processes by providing system documentation and audit trail reports <p>Carry out any other duties as may be directed by the superior/Head of Financial Framework Division or the CEO for Finance</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, Power point etc), Sun System, Vision etc • Good communication skills, and fluent in both Tongan and English languages (written and spoken) • Must have good public relations and networking skills • Ability to travel and work after hours would be an advantage • Good work aptitude • Highly motivated • Well organized and hardworking • Honest and integrity • Highly proactive • Must be committed to duties allocated efficiently and effectively
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 <u>Accounting or Finance</u> from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Deputy CEO/ HOD- FFD	<p>Name: Mrs. Aivi Telefoni Fakahua</p> <p>Signature & Date:</p>

CEO for Finance	Name: Mrs Kilisitina Tuaimaiapi Signature & Date:
Employee	Name: Vacant Signature & Date: