

POST DESCRIPTION			
1	Ministry/Department: MOFNP		
2	Job Title: Assistant Accountant, Development Section, Treasury Division		
3	Level:11/ 9 Band: M	Post Number: 1	Location: MOFNP (Nuku'alofa)
4	Purpose: To prepare bank reconciliation, journal entries, post transactions into the general ledger accounts in the Sun System, provide reports and input to devising internal control procedures		
	OUTPUTS		Performance Indicators
5.1	Quality checking of development vouchers	<ul style="list-style-type: none"> • On a daily basis • 95% Accurate • 100% Complete 	
5.2	Run transactions for Projects and Check Vote Reconciliations	<ul style="list-style-type: none"> • Send out project transactions within 7 days after end month or upon request • On a Monthly basis • Complete vote reconciliation within 2 days upon receive from MDAs • 95% Accurate 	
5.3	Assist in Preparation of Bank Reconciliations (Development Accounts)	<ul style="list-style-type: none"> • On a monthly basis • Complete within 10 working days after reconcile month • 95% accurate 	
5.4	Quality checking of development votes and prepare report on internal control procedures	<ul style="list-style-type: none"> • On a daily basis • Report when required • 95% Accurate & informative 	
5.5	File	<ul style="list-style-type: none"> • 95% Accurate • 95% Complete • Complete on a weekly basis 	
5.6	Preparation of voucher samples for audit (Internal and External)	<ul style="list-style-type: none"> • 95% Accurate • 95% Complete • Complete within specified timeline 	
5.7	Posting transactions to Sun system	<ul style="list-style-type: none"> • 95% Accurate • No more than 3 errors a week • Complete within 2 days 	
5.8	Assist with Public Account creditor reversal - Performed on a quarterly basis	<ul style="list-style-type: none"> • 95% Accurate • Complete within specified timeline 	

5.9	Perform any other tasks delegated by CEO for Finance and National Planning or relevant authority	<ul style="list-style-type: none"> ◦ 95% Complete ◦ 95% Accurate ◦ Complete within specified timeline
6	Reports Directly to:	Deputy CEO (TD) via Chief Accountant (Development)
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Skills and Attitudes	<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, PowerPoint etc), Sun System etc ◦ Good communication skills. Fluent in both Tonga and English languages (written and spoken) ◦ Must have good public relation and networking skills ◦ Ability to travel and work after hours would be an advantages
7.2	Personal Attributes	<ul style="list-style-type: none"> ◦ Good work attitude ◦ Highly motivated ◦ Well organized and hardworking ◦ Honest, integrity, loyalty and punctuality ◦ Highly proactive ◦ Must be committed to duties allocated efficiently and effectively
7.3	Education and Experience	Minimum qualification is a Diploma in Accounting plus 2 years of work experience. Experience in Accounting Sun System and additional work experience in accountancy will be an advantage
8	POSITION COMPETENCIES	
	Core Behavioral Competencies	Key Performance Standards
8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.

8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
8.12	Management/ Supervision	<ul style="list-style-type: none"> ➤ Manages resources effectively and efficiently, ensures effective and improved staff performance

8.13	Leadership	<ul style="list-style-type: none"> ➤ Develops and communicates vision and translates these into clear objectives ➤ Builds and sustains a motivated team ➤ Leads by example ➤ Inspires a shared commitment ➤ Articulates a clear vision for the future ➤ Considers the 'big picture' and longer term imperatives ➤ Empowers others to take responsibility through a deep sense of commitment and ownership.
9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Assistant Accountant	Name: (Vacant) Sign: Date:
9.2	Supervisor: Chief Accountant	Name: Mrs. Tu'itamala Vaka Sign: Date: 2/11/2017
9.3	Head of Division: Deputy CEO for Treasury Division	Name: Mrs. Makeleta Siliva Sign: Date: 2/11/2017
9.4	Chief Executive Officer for Finance and National Planning	Name: Mrs. Baiwyn Fa'otusia Sign: Date: 2/11/17