

POST DESCRIPTION		
1	Ministry: Finance & National Planning	
2	Job Title: Chief Accountant, Financial Policy Framework Division	
3	Level: 4 Band H	Post Number: 2
3	Location: Head Office	
4	Job Purpose 1. Finalize financial policy 2. Monitor compliance with the set financial policy and legislative directives 3. To drive the PFM reform platform and initiatives within the general PFM space 4. Supervise Policy Section with Financial Framework Division	
	Job Outputs	Performance Indicators
	1. Draft Investment and Fund Management policy, implementation of Risk Management Guidelines and Government Grants & Subsidy Policy 2. Drive PFM platform and update with Recommended Actions	➤ 95% accuracy, 95% timeliness, 90% compliance with PFMA and Treasury Instructions
5.1	Planning 1. Draft Individual work plan aligning with Financial Policy AMP 2. Consolidate unit work plan to deliver unit output 3. Propose staff capacity development plan 4. Propose staff training plans 5. Manage unit staff leave	➤ Annual management plan, aligned to MOFNP CP, Endorsed and approved by HoD in July ➤ Individual work plan approved by HoD on a weekly basis ➤ Ensure unit staff are recommended for all training opportunities ➤ Update unit staff leave on a weekly basis
5.2	Organizing 1. Secretariat to Task Team for Review of Treasury processes and implementation of Treasury instructions 2. Organize policy committee meeting to discuss and review draft policies when ready 3. Organize unit meeting	➤ 95% accurate and 90% updated of all secretariat work ➤ Participants are inform ahead of time of meetings
5.3	Leading 1. Communicating unit's plan to HOD and divisional plan to staff 2. Report to HoD on any internal control weaknesses in the Treasury Processes for improvements 3. Motivating unit staff 4. Inform HoD on area of strength in Treasury Processes to be maintained	➤ Area of weakness communicated to staff and provide support for improvements

5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Monitoring <ul style="list-style-type: none"> • Monitor and update PFM Roadmap and Fund Management policy, Risk Management Guidelines and Government Grants and Subsidy Policy ➤ Evaluating <ul style="list-style-type: none"> • Report on possible issues or factors contributing to issues identified from the monitoring of compliance with policy ➤ Correcting <ul style="list-style-type: none"> • Recommend to HoD to Correct any non-practical section(s) of Treasury Instructions ➤ Reporting <ul style="list-style-type: none"> • Report on status of: Investment and Fund Management policy, implementation of Risk Management Guidelines and Government Grants & Subsidy Policy • Report on review of Treasury processes • Report on implementation of Treasury instructions with non-practical sections recommended for amendment 	<ul style="list-style-type: none"> ➤ 95 % accurate, timeliness and report endorsed by HoD ➤ Report complete on a monthly basis ➤ Revise Treasury Instruction annually and recommend to HOD to correct any non-practical section(s) ➤ 95% accurate of report and approved by HOD annually ➤ 95% completed and accurate reports on Treasury processes biannually and submit to HOD ➤ 95% accurate of report of Treasury instructions with non-practical sections to HOD annually
5.5	<p>Technical</p> <ol style="list-style-type: none"> 1. Design and format adhoc reports requested through HoD 2. Revised and update report format to meet the need of key stakeholders 	<ul style="list-style-type: none"> ➤ 90% accurate and timeliness ➤ 95% compliance with PFMA
5.6	<ul style="list-style-type: none"> ➤ Carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO for Finance & National Planning 	<ul style="list-style-type: none"> ➤ Timeliness and accuracy of carrying out other tasks as directed
6	<p>Reports Directly to:</p>	<p>Deputy Secretary for Finance & National Planning – Financial Framework Division</p>
7	<p>PERSON SPECIFICATION FOR THIS POST</p>	
7.1	<p>Special Skills:</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, PowerPoint etc), Sun system, Vision, etc.
7.2	<p>Minimum Qualification and Experience:</p>	<p>Bachelor Degree in Accounting, Commerce, Business or related field from a recognized tertiary institution with at least 7 years at senior level in Government Accounting Systems; OR Master Degree in Accounting, Commerce, Business or related field from a recognized tertiary institution with at least 4 years at senior level in Government Accounting Systems;</p>

POSITION COMPETENCIES		
8	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 ➤ Focuses on benefits and ways of overcoming obstacles.
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	The salary for the position is at Band H of the salary structure for the Tonga Public Service with a minimum of TOP\$ 33,600 to a maximum TOP\$50,400 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
9	ENDORSEMENT	
9.1	Chief Accountant	Name: <vacant> Signature:..... Date:.....
9.2	Deputy Secretary for Finance & National Planning	Name: Mrs 'Ana Fakaola 'I Fanga Lemani Signature:..... Date:.....
9.3	Chief Executive Officer for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Signature:..... Date:.....