

<b>Ministry:</b>	<b>Ministry of Finance</b>
<b>Division:</b>	Sub Treasury Ha'apai, Treasury Division (TOD)
<b>Location:</b>	Ha'apai
<b>Job Title:</b>	Sub - Treasurer
<b>Position Number:</b>	FIN08303111100130002
<b>Reports to:</b>	Deputy CEO Treasury Division (TOD)
<b>Band:</b>	K
<b>Salary:</b>	\$23,520 - \$35,280
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>✚ Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>✚ Closer public/ private partnership for economic growth</li> <li>✚ More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>✚ Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>✚ Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>✚ More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>✚ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• To supervise the operation of Sub-Treasury Ha'apai</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Job Outputs</b></p> <ul style="list-style-type: none"> <li>• Manage the operation of Sub-Treasury Ha'apai</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Corporate Plan/ Annual Management Plan and Budget for Ha'apai Sub-Treasury</li> <li>• Asset management plan</li> <li>• Staff proposal/ performance and leave plan</li> <li>• Schedule for 1-2-1 meeting with staff for performance appraisal</li> <li>• Schedule for weekly training/ meeting with staff</li> </ul> <p><b>Organising</b></p> <ul style="list-style-type: none"> <li>• Review works related issues and provide recommendations to HoD for improvement</li> <li>• Records and Information Management</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining of all stock registers and all other registers required to be kept at Sub-Treasury Ha'apai</li> </ul> <p><b>Leading</b></p> <ul style="list-style-type: none"> <li>• Conduct weekly meetings/ trainings for staff of Sub-Treasury Ha'apai and to improve area of weaknesses in customer service</li> <li>• Check the returns and send to Head Office</li> <li>• Quarterly performance appraisal including final PMS appraisal for Sub-Treasury Ha'apai staff with recommendation for award</li> <li>• Initiate a non-monetary award programme for staff of Sub-Treasury Ha'apai</li> <li>• Represent the Ministry to meetings at Ha'apai</li> </ul> <p><b>Controlling</b></p> <ul style="list-style-type: none"> <li>• Perform the checking of daily balance of cashier</li> <li>• Prepare and maintain the fixed asset register of all assets held at the Sub- Treasury – Ha'apai, and in providing regular reports on the status.</li> <li>• Sub-Treasury Ha'apai Management reports and send to Head Office.</li> <li>• Ad hoc financial report</li> <li>• Management of internal control mechanism</li> </ul> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Valid, complete and accurate receipts for all revenue paid in, expenditure vouchers paid out and inter-ministry journal vouchers</li> <li>• Review the checking of all expenditure vouchers that have been checked to ensure compliance with rules policies and procedures</li> <li>• and carry out any other duties as may be directed by the Head of Treasury or the CEO</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good analytical skills.</li> <li>• Able to use computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc), Sun system, Micro-pay, etc.</li> <li>• Good communication skills. Good command of both Tongan and English languages (written and spoken).</li> <li>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage</li> </ul>

<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Postgraduate qualification (TNQAB framework Level 8 &amp; up) + up to 1 year of relevant experience</li> <li>• Relevant degree + 1 year in a similar role, or 3 years' relevant work experience</li> <li>• Relevant diploma + 3 years in a similar role, or 8 years' relevant work experience</li> <li>• 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)</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>Deputy CEO/ HOD- TOD</b>	Name: Mrs. Makeleta Siliva  Signature & Date:
<b>A/CEO for Finance</b>	Name: Ms Pisila 'Otunuku  Signature & Date:
<b>Employee</b>	Name: Vacant  Signature & Date: