

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Finance Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Assistant Accountant - Payroll
<b>Position Number:</b>	FIN08104111100110005
<b>Reports to:</b>	Finance Section (CSD)
<b>Band:</b>	O
<b>Salary:</b>	\$ 10,382 - \$ 15,574
<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> <ol style="list-style-type: none"> <li>1. To assist the Head of Division (HoD) in the preparation, implementation and monitoring and evaluation of the Ministry performance against the approved budget in relation to the Corporate Plan</li> <li>2. To ensure compliance of Ministry budget performance against the Public Financial Management Act, Treasury Instructions, Public Service Commission (PSC) Act and other relevant Acts, Regulations and Financial Instructions</li> <li>3. Ensure timely reporting to HoD in relation to Ministry Budget, Procurement, Assets and other financial operations of the Ministry.</li> <li>4. Ensure proper database and records management is in place</li> </ol>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Assist the HoD develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast)</li> </ol> <p><b>Organizing</b></p> <ol style="list-style-type: none"> <li>1. Assist the HoD Develop/Review and document efficient internal systems for managing correspondences, submissions and gazette.</li> </ol>

	<p><b>Leading</b></p> <ol style="list-style-type: none"> <li>1. Communicating</li> <li>2. Motivating</li> <li>3. Developing</li> </ol> <p><b>Technical</b></p> <ol style="list-style-type: none"> <li>1. Assist to monitor the implementation of the budget</li> <li>2. Assist to provide financial reports to monitor performance against approved budget</li> <li>3. Assist Monitor all assets and stock inventories procured under the MoFin budget</li> <li>4. Assist Maintaining Asset Controls</li> <li>5. Assist with Procurement Process activities of the Ministry</li> <li>6. Produce the Overtime/Acting/Salary Monthly Report</li> <li>7. Comply with file management procedures and good records keeping procedures.</li> <li>8. Reimbursement Register</li> <li>9. Process Overtime and Acting appointments</li> <li>10. Prepare manual order</li> <li>11. Process Payment Voucher</li> </ol> <p>To carry out any other duties delegated by the DCEO, CSD or Chief Executive Officer for Finance</p>
<p><b>Skills and Abilities</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Computer literate and well versed with Microsoft Office Word and Excel.</li> <li>• Well organised and hard working.</li> <li>• Highly motivated and proactive.</li> <li>• Must have good public relation and networking skills.</li> <li>• Good communication skills – both English and Tongan languages.</li> <li>• Ability to travel and work after hours would be an advantage.</li> <li>• Good work attitude, honesty and integrity.</li> <li>• Loyalty to Government</li> <li>• Must be committed to duties allocated efficiently and effectively.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Analytical Skills</li> <li>• Familiar with Microsoft Office Power Point and Visio applications.</li> </ul>
<p><b>Qualifications and Experience</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Certificate level 4 + 1 years' <u>work experience</u></li> <li>✚ Form 7 or equivalent of Certificate level 3 + 4 years' <u>work experience</u></li> <li>✚ Form 6 PSSC or equivalent of Certificate level 2 + 6 years' <u>work experience</u></li> </ul>

	<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> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	<p>Name: Mrs. Losaline Afeaki</p> <p>Signature &amp; Date:.....</p>
<b>Deputy Secretary / HOD</b>	<p>Name: Mrs. Gladys Fukofuka</p> <p>Signature &amp; Date: .....</p>
<b>CEO</b>	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature &amp; Date: .....</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>