

Ministry:	Ministry of Finance
Division:	Financial Framework Section, Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Principal Accountant
Position Number:	FIN08301111100110002
Reports to:	Deputy CEO (FFD)
Band:	I
Salary:	\$31,147 - \$46,721
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"> • Finalize financial policy • Monitor compliance with the set financial policy and legislative directives • To drive the PFM reform platform and initiatives within the general PFM space • Supervise Policy Section with Financial Framework Division
Accountabilities / Outcomes	<p>Job Outputs</p> <ul style="list-style-type: none"> • Draft Investment and Fund Management policy, implementation of Risk Management Guidelines and Government Grants & Subsidy Policy • Drive PFM platform and update with Recommended Actions <p>Planning</p> <ul style="list-style-type: none"> • Draft Individual work plan aligning with Financial Policy AMP • Consolidate unit work plan to deliver unit output • Propose staff capacity development plans

- Propose staff training plans
- Manage unit staff leave

Organising

- Secretariat to Task Team for Review of Treasury processes and implementation of Treasury instruction
- Organize policy committee meeting to discuss and review draft policies when ready
- Organize unit meeting

Leading

- Communicating unit's plan to HOD and divisional plan to staff
- Report to HOD on any internal control weaknesses in the Treasury Processes for improvements
- Motivating unit staff
- Inform HOD on area of strength in Treasury Processes to be maintained

Controlling

- **Monitoring**
- Monitor and update PFM Roadmap and Fund Management policy, Risk Management Guidelines and Government Grants and Subsidy Policy
- **Evaluating**
- Report on possible issues identified or factors contributing to issues identified from the monitoring of compliance with policy
- **Correcting**
- Recommend to HOD to Correct any non-practical section(s) of Treasury Instructions
- **Reporting**
- Report on status of: Investment and Fund Management policy, implementation 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

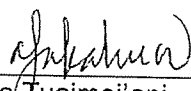
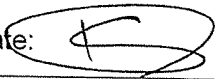
Technical

- Design and format adhoc reports requested through HoD
- Revised and update report format to meet the need of key stake holders

Others

- Carry out any other duties as maybe directed by the Head of Financial Framework Division or the CEO for Finance

Person Specification

<p>Skills and Abilities</p>	<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, PowerPoint etc), Sun system, Vision etc
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ⚡ Master's Degree with at least 1 year experience in a similar role, OR at least 3 years relevant working experience ⚡ Postgraduate qualification with at least 2 years' experience in a similar role, OR at least 4 years relevant working experience ⚡ Bachelor's Degree with at least 4 years' experience in a similar role, OR at least 6 years relevant working experience <p><u>Qualification acceptable for this role must be in Accounting or Professional Accounting from a recognised educational institution</u></p>
<p align="center">Authorised by (sign and date)</p>	
<p>Deputy CEO/ HOD- FFD</p>	<p>Name: Mrs. Aivi Telefoni Fakahua</p> <p>Signature & Date:  25/1/2023</p>
<p>CEO for Finance</p>	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature & Date:  25/1/23</p>
<p>Employee</p>	<p>Name: Vacant</p> <p>Signature & Date:</p>

