

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance & National Planning	
2	Job Title: Senior Accounting Officer, Checking Unit, Treasury Division	
3	Level: 7 Band: K	Post Number: 1 Location: Nuku'alofa
4	Job Purpose <ul style="list-style-type: none"> • Assist in supervising the daily operation of Checking Unit of Treasury Division • Ensure that internal controls are effectively operates in the Checking Unit throughout the year • Expenditure vouchers from Line Ministries checked • Expenditure databases updated on a daily basis • Compile and file all important policy decisions and procedures relating to disbursements 	
	Job Outputs <i>Refers to areas of output for position</i>	Key Performance Indicators <i>Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i>
5.1	Planning <ul style="list-style-type: none"> ➤ Prepare individual work plan (IWP), clearly articulating to the AMP of the Payroll Unit. ➤ Prepare weekly plan of action, aligning to IWP 	<ul style="list-style-type: none"> • IWP approved by supervisor in July • Weekly POA approved by Supervisor every Friday
5.2	Organising <ul style="list-style-type: none"> ➤ Advice and ensure that all related policies and procedures, are complied with by the checking, vote and return unit staff at all times ➤ Implement Internal Audit recommendations 	<ul style="list-style-type: none"> • Number of vouchers authorised/ queried within approved scheduled • % of Internal Audit recommendations implemented

5.3	<p>Leading</p> <ul style="list-style-type: none"> ➤ Clarify to line ministries the queried expenditure vouchers ➤ Authorising for payment of the expenditure vouchers of ministries and other related payments 	<ul style="list-style-type: none"> • Queried expenditure vouchers and all relevant supporting documents submitted by Line ministries and processed within scheduled period. • No. of authorised expenditure vouchers queried by Internal Audit.
5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Expenditure vouchers from line ministries checked and processed/queried. ➤ Ensure that internal controls are effectively operates in the checking unit throughout the financial year. ➤ Daily checking of treasury cashier balances. ➤ Compile and file all important relevant policy decisions and procedures relating to disbursements. 	<ul style="list-style-type: none"> • Compliance with Treasury instructions, internal policies, procedures and authorised by Supervisor for payment. • Report to Management on areas of weakness with recommendation for improvement. • Complete and accurately checked against established rules, policies and procedures. • Fast retrieval/compliance with relevant policy decisions and procedures relating to disbursements.
5.5	<p>Technical</p> <ul style="list-style-type: none"> ➤ Perform the checking of expenditure vouchers submitted to Checking Unit ➤ Updated databases of expenditures: reimbursement/overpayments, wages, overseas travel, domestic travel , Grant, Lease & distraint, Procurement etc. 	<ul style="list-style-type: none"> • No. of expenditure vouchers checked and processed. • All processed expenditure vouchers accurately entered on a daily basis.
5.6	<ul style="list-style-type: none"> ➤ and carry out any other duties directed by the Chief Executive Officer for Finance & National Planning 	<ul style="list-style-type: none"> ➤ Timeliness and accuracy of carrying out other tasks as directed
6	Reports Directly to:	Chief Accounting Officer (Checking)

7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Good analytical Skills • Computer literate • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantage • Good communication skills. Fluent both in Tongan and English languages
7.2	Education & Experience:	<p>Essential:</p> <ul style="list-style-type: none"> -Diploma in Accounting or related field of study with at least five (5) years of work experience in government OR -Certificate in Accounting or relevant field of study with at least nine (9) years of work experience in government OR -Pass in PSSC or its equivalent with at least fifteen (15) years of work experience in government OR -Pass in TSC or its equivalent with at least twenty (20) years of work experience in government. <p>Desirable:</p> <ul style="list-style-type: none"> -Work experience in Government Accounting System and Meridian will be an advantage.
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
9	The salary is at Band K of the Public Service salary structure with a minimum of \$23,520 to a maximum of \$35,280. Annual increment will be performance based. Entry point will depend on qualification and work experience.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Senior Accounting Officer, Checking Unit	<p>Name: Vacant</p> <p>Sign:</p> <p>Date :</p>
10.2	Chief Accounting Officer	<p>Name: Mr Taulango Manukeu</p> <p>Sign:</p> <p>Date :</p>
10.3	Deputy Secretary (Treasury Division)	<p>Name: Mrs Makeleta Siliva</p> <p>Sign:</p> <p>Date :</p>
10.4	Chief Executive Officer for Finance & National Planning	<p>Name: Mrs Balwyn Fa'otusia</p> <p>Sign:</p> <p>Date :</p>

