

Ministry:	Ministry of Finance
Division:	Sub Treasury Ha'apai, Treasury Division (TOD)
Location:	Ha'apai
Job Title:	Clerk Class I
Position Number:	FIN08303111100130004
Reports to:	Sub-Treasurer Ha'apai
Band:	P
Salary:	\$9,240 - \$13,860
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"> • Cashier services, provide receipts for all payment received, checking services, Update Cash Book, Record and report daily cash balance, prepare expenditure voucher and prepare weekly returns
Accountabilities / Outcomes	<p>Core Duties</p> <ul style="list-style-type: none"> • Pay out all expenditure vouchers including wages payment vouchers and any other authorized payments • Issue receipts on all cash or cheques paid in directly to Sub-Treasury • Final check all expenditure vouchers and supporting documents before cash payment • Prepare summary of daily cash balance to be reconciled with Cash Book • Report to Sub-Treasurer on daily cash balance and request for top-ups when required • Daily register of vouchers into Cash Book • Prepare government expenditure vouchers for line ministries.

	<ul style="list-style-type: none"> • Ensuring expenditure voucher prepared is consistent with authorized purchase order and invoice. • Ensuring votes on expenditure vouchers do exist in the approved Estimates • Assist in preparing the weekly returns to be submitted to Treasury -Tongatapu. • Regular reporting to supervisor on any issues regarding performed duties. • and carry out any other duties as may be directed by the Head of Treasury Division or the CEO for Finance
Person Specification	
Skills and Abilities	Mandatory: <ul style="list-style-type: none"> • Computer literate • Fluent in both English & Tongan languages. • Honest, Loyal, Hardworking
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ✚ Form 7 or equivalent of Certificate level 3 ✚ Form 6 PSSC or equivalent of Certificate level 2 + 1 year of work experience ✚ 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)
Authorised by (sign and date)	
Supervisor	Name: Vacant Signature & Date:
Deputy CEO/ HOD- TOD	Name: Mrs. Makeleta Siliva Signature & Date:
A/CEO for Finance	Name: Ms. Pisila 'Otunuku Signature & Date:
Employee	Name: Vacant Signature & Date: