

Ministry:	Ministry of Finance
Division:	Asset Management Section, Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Assistant Accountant
Position Number:	FIN08301211100110006
Reports to:	Head of Asset Management Section, (FFD)
Band:	M
Salary:	\$15,120 - \$22,680
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"> • Assist in preparation of government assets register report, status liabilities report and related transactions during the period • Assist in checking of assets data from ministries & updated into asset register report database • Assist in the preparation of assets analysis and management reports/ on a regular basis • Assist preparation of public tender, assets disposal, transfer, trade-in or write-off & report result to Government Asset Disposal Committee Liaise with ministries to obtain information relating to their liabilities and assets, and advice related appropriate action to be taken • Assist with preparation and processing of insurance issues when needed • Assist with updating travel reports when required • Assist with preparation and processing of loan payments before due date (domestic, on lent & guarantees) as required

	<ul style="list-style-type: none"> • Assist with entering of debt payment transactions into CS-DRMS (Commonwealth Debt Recording & Management System) when required • Assist with processing of Micro-loans facility • Any other duties assigned by the supervisor, Head of Assets, Debts Managements or CEO for Finance
Accountabilities / Outcomes	Job Outputs <ul style="list-style-type: none"> • Assist In the preparation of government assets and liabilities status re orts. • Assist in checking of assets & updated to the Asset Register database • Assist in the preparation of assets analysis and management reports on a regular basis • Assist preparation of public tender, assets disposal, transfer, trade-in or write-off & report result to Government Asset Disposal Committee • Liaise with ministries to obtain information relating to their assets and liabilities, and advice related-appropriate action to be taken • Assist with preparation and processing of loan payments before due date (domestic, on lent & guarantees) as required • Carry out any other duties delegated by the head of Debt & Asset Management or CEO for Finance
Person Specification	
Skills and Abilities	Mandatory: <ul style="list-style-type: none"> • Good analytical skills • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantage • Good communication skills, • Good command of both Tongan & English Languages written & spoken • Good work attitude and highly motivated; • well organized and hardworking; • honesty and integrity; • loyalty to government; • highly proactive; must be committed to duties allocated, efficiently, and effectively

Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ➤ Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience ➤ Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience <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>
Authorised by (sign and date)	
Deputy CEO/ HOD- FFD	Name: Mrs. 'Aivi T Fakahua Signature & Date: <i>[Signature]</i> 30/8/2023
CEO for Finance	Name: Mrs Kilisitina Tuaimē'api Signature & Date: <i>[Signature]</i> 30/8/23
Employee	Name: Vacant Signature & Date:



