




Ministry:	Ministry of Finance
Division:	Sub Treasury Vava'u, Treasury Division (TOD)
Location:	Vava'u
Job Title:	Clerk Class I
Position Number:	08303111100120007
Reports to:	Sub-Treasurer Vava'u
Band:	P
Salary:	\$9,517 - 14,276
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> <p>The Clerk Class I of Sub-Treasury Vava'u, will be responsible for the following:</p> <ul style="list-style-type: none"> • Cashier • Prepare weekly returns • Government revenue receipts and expenditure vouchers
Accountabilities / Outcomes	<p>Key Results Area</p> <ul style="list-style-type: none"> • Cashier • Weekly returns • Government revenue receipts and expenditure vouchers <p>Core Duties</p> <ul style="list-style-type: none"> • Pay out all expenditure vouchers including wages payment vouchers and any other authorised 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.

	<ul style="list-style-type: none"> Sort out of vouchers by supplier preparing for issuing of cheque. Report to Sub-Treasurer on daily cash balance and request for top-ups when required. Prepare 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"> Good analytical skills. Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, etc)
Qualifications and Experience	Mandatory: <ul style="list-style-type: none">  Certificate level 4  Form 7 or equivalent of Certificate level 3 + 2 years' work experience  Form 6 PSSC or equivalent of Certificate level 2 + 4 years' 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- TOD	Name: Mrs Makeleta Siliva Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuaimeti'api Signature & Date:
Employee	Name: Vacant Signature & Date: