

Ministry:	Ministry of Finance
Division:	Ministry/Department/Agency Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Chief Accountant
Position Number:	FIN08303311100110002
Reports to:	Head of Divisions
Band:	H
Salary:	\$ 36,338 – 54,508
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"> • Supervise the Ministry/Department/Agency (MDA) Section. • Ensure that the team is producing complete and informative Ministry financial reports and analyses on a monthly and quarterly basis. • Ensure that the team offers the MDA's Accounts and project accountants with accurate, full, and relevant financial management advice. • Follow up with MDAs on management letter audit issues and advise for improvement. • Ensuring appropriate tracking of Development Project monies receipts and disbursements throughout the time. Keeping correct and full Project Development Fund records for future reference. • Communicate with banks on appropriate online payment requirements. • Communicate with donors and ministries about the use of project funds and the preparation of acquittal statements. • Reimburse operating account payments made in the outlying islands, as well as PAYE and Journal Vouches. • Assist in the preparation of the quarterly statements of receipts and payments ifo. Development Funds. • Assist in the preparation of the Government of Tonga Financial Statements at end of each Financial Year.

	<ul style="list-style-type: none"> • Provide reports on any issues identified and Devise control procedures to strengthen the systems of Internal Control within Government and Ministries; • Conduct meetings and training for the team and MDAs as needed. • Conduct team’s mid-year and end-year PMS reviews. • Any other duties assigned by the Chief Executive Officer for Finance.
Accountabilities / Outcomes	<p>1. PLANNING</p> <ol style="list-style-type: none"> a. Assist HOD with the formulation of Divisional AMP b. Formulate individual work plan and weekly plan of action. c. Plan Section’s work and set requirements for the year including PMS. d. Plan team’s response to ad hoc request from internal, Government and external auditor on donor funded project audits. e. Submit to HOD team’s annual leave plan for the calendar year f. Recommend and submit to HOD g. acting proposal when team member is out of office h. overtime plan when need arise i. Assist HOD with writing of job descriptions <p>2. ORGANIZING</p> <ol style="list-style-type: none"> a. Running of monthly and quarterly financial analysis and reports b. Liaison with Aid and Resilient Division, Donors and MDAs on utilization of project funds (Development) and preparation of acquittal statements <ol style="list-style-type: none"> i. Project expenses are spent within the agreement timeline. ii. Funds receipt for projects are deposited into the correct accounts. iii. MDAs use correct votes. iv. When needed under a Financing Agreements, open bank accounts for the project. v. Return unspent funds to donor when requested. vi. Return of transfer balance from outer-islands. vii. Confirmation of project balances. c. Address Audit queries from PA audit findings d. Ensure team is liaising with MDAs on their Ministry audit issues as per the relevant management letters e. MDA section meetings <p>3. LEADING</p> <ol style="list-style-type: none"> a. To supervise Section: <ol style="list-style-type: none"> i. Guide team in their analysis and report writing as well as advices to the MDA Accounts staff. ii. Ensure team refers to the relevant Act and Policies when providing their advice. iii. Development Fund Balance Report on Receipts and Disbursements during the period. iv. List of projects currently in operation and appropriate details. v. Keep database of non-operative projects & update revote to BSF110. vi. Acquittal Statements.

- vii. Liaise with Aid & Resilient Division on project related matters.
- viii. Liaise with Budget on recurrent budget related matters.
- ix. Liaise with Financial Framework Division on Fixed Asset related matters amongst others.
- x. Ensure proper and secured filing of project documents and payments.

b. Provide financial advice to Management.

c. To supervise team in assisting with preparation of the quarterly summaries of receipts and payments of the public funds.

- i. A statement showing the Quarterly Summary of Receipts and Payments of Public Funds.
- ii. Ensure team clear outstanding creditors
- iii. Ensure team complete vote reconciliation
- iv. Ensure timely reimburse of JRNLs and PAYEs to operating account

d. To supervise Development team in *assisting* with the preparation of the Government of Tonga Financial Statements at end of the financial year.

- i. A Government of Tonga Financial Statements for the year ended.
- ii. Notes to include in the Financial Statements.

e. Reports and devise control procedures to strengthen the systems of internal control within government and MDAs

- i. Regular Reports on any internal control weaknesses and/or system improvements.
- ii. Propose change to the system or procedures on specific account areas.
- iii. Ensure any issues faced by team is raised and addressed
- iv. Report to HOD or CEO when necessary

4. TECHNICAL

a. Sign Government cheques

- i. Sign cheques and letter payments
- ii. Sign online payments
- iii. Ensure all development manual cheques are entered into system

b. Sign Withdraw Applications (WA) – ADB, WB & IFAD

- i. Sign online & manual WAs for ADB, WB and IFAD projects
- ii. Assist lodging of WB Budget Support WAs
- iii. Follow-up with approvers to approve outstanding WAs

c. Management of Private Sector Reconstruction Facility (PSRF)

- i.** Itemize Principal repayments
- ii.** Keep up-to-date record
- iii.** Provide reports and assist audits

	<ul style="list-style-type: none"> d. Assist with revote of funds between FYs e. Assist in monitoring of development account balance f. Remind Accounts to top up BSP account when necessary g. Assist with Itemization of fund receive from Donors h. Attend MoF working groups <ul style="list-style-type: none"> i. Treasury Instruction review ii. IFMAS <p>5. To carry out any other duties assigned by the Head of Treasury, and/or the CEO for Finance, such as (but not limited to)</p> <ul style="list-style-type: none"> a. Process insurance claims (travel & accident) b. Assist with Building Loan database c. Assist with Government Financial System (SUN) and Visions' functions d. Create project codes e. Create revenue votes and locations in SUN f. Report (written or oral) or documentations on duties being assigned. g. Attend meetings/ official travels on behalf of DCEO or the division and ministry h. Panel in Interview sessions when required
Person Specification	
Skills and Abilities	<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. • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Good communication Skill. Fluent in both Tongan and English languages (written and spoken). • Good work attitude • Highly motivated • Well organized and hard working • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively. <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience

	<ul style="list-style-type: none"> ✚ Post Graduate Diploma with at least 3 years’ experience in a similar role or at least 5 years relevant working experience ✚ Bachelor’s degree with at least 5 years’ experience in a similar role or at least 8 years relevant working experience <p><u>Qualifications acceptable for this role must be in <u>Accounting or Professional Accounting</u> from a recognised educational institution.</u></p> <p>Desirable:</p>
Authorised by (sign and date)	
A/HOD	Name: Ms. Veisia Rose Mafi Signature & Date:.....
CEO	Name: Mrs. Kilisitina Tuamei’api Signature & Date:
Employee	Name: Signature & Date: