

Ministry:	Ministry of Finance
Division:	MDA Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Assistant Accountant
Position Number:	FIN08303311100110005
Reports to:	Head of MDA Section
Band:	M
Salary:	\$ 17,171 – \$ 25,757
Job Purpose	<p>Ministry Profile Statement:</p> <ol style="list-style-type: none"> I. Improved macroeconomic management & stability with deeper financial markets II. Closer public/ private partnership for economic growth III. More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities IV. Appropriate decentralization of government administration with better scope for engagement with the public V. Improved collaboration with development partners ensuring programs better aligned behind government priorities VI. More reliable, safe and affordable information and communication technology used in more innovative ways VII. 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>To prepare bank reconciliation, journal entries, post transactions into the general ledger accounts in the Sun System, provide reports and input to devising internal control procedures</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Quality checking of Development voucher • Run transactions for Projects and Check Vote Reconciliations • Assist in preparation of Bank Reconciliation (Development Account) • Quality checking of Development votes and prepare report on internal control procedures • Filing • Prepare of voucher samples for audit (Internal and External) • Posting transaction to Sun System • Assist with Public Account creditor reversal • Performed on a quarterly basis • Perform any other tasks delegated by CEO for Finance or relevant authority

Person Specification

<p>Skills and Abilities</p>	<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 etc • Good communication skills. Fluent in both Tonga and English languages (written and spoken) • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantages • Good work attitude • Highly motivated • Well organized and hardworking • Honest, integrity, loyalty and punctuality • Highly proactive • Must be committed to duties allocated efficiently and effectively <p>Desirable:</p>
------------------------------------	--

<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> 📄 Relevant Diploma Level 5/6 TNQAB framework + up to 2 years’ relevant work experience 📄 Relevant certificate level 4/trade/technical qualification + 3 years’ relevant 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) <p>Desirable:</p>
---	---

Authorised by (sign and date)

<p>Supervisor</p>	<p>Name: Ms. Veisia Rose Mafi (<i>Acting HOS</i>)</p> <p>Signature & Date:.....</p>
<p>HOD</p>	<p>Name: Mrs. Makeleta T Siliva</p> <p>Signature & Date:.....</p>
<p>CEO</p>	<p>Name: Ms. Kilisitina Tuamei’api</p> <p>Signature & Date:</p>
<p>Employee</p>	<p>Name: Vacant</p> <p>Signature & Date:</p>