

POST DESCRIPTION		
1	<b>Ministry/Department: MOFNP</b>	
2	<b>Job Title:</b> Assistant Accountant/Finance Section/CSD	
3	<b>Level:</b> 9 Band M	<b>Post Number:</b> 5 <b>Location:</b> MOFNP (Nuku'alofa)
4	<b>Purpose:</b> <ol style="list-style-type: none"> <li>i. To assist the Head of Division (HoD) in the preparation, implementation and monitoring and evaluation of the Ministry performance against the approved budget in relation to the Corporate Plan</li> <li>ii. To ensure compliance of Ministry budget performance against the Public Financial Management Act, Treasury Instructions, Public Service Commission (PSC) Act and other relevant Acts, Regulations and Financial Instructions</li> <li>iii. Ensure timely reporting to HoD in relation to Ministry Budget, Procurement, Assets and other financial operations of the Ministry.</li> <li>iv. Ensure proper database and records management is in place</li> </ol>	
5	<b>Outputs</b>	<b>Key Performance Indicators (KPIs)</b>
5.1	<b>Planning</b> <ol style="list-style-type: none"> <li>1. Assist the Head of Section develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast)</li> </ol>	<ol style="list-style-type: none"> <li>1. Draft submitted to the HoD by 2<sup>nd</sup> week of July</li> <li>2. Approved by HoD 3<sup>rd</sup> week of July</li> </ol>
5.2	<b>Organizing</b> <ol style="list-style-type: none"> <li>1. Assist the Head of Section develop/Review and document efficient internal systems for managing correspondences, submissions and gazette.</li> </ol>	<ol style="list-style-type: none"> <li>1. Update internal processes &amp; report to Head of Division on a monthly basis on the digitization of the financial information</li> <li>2. Ensure 100% compliance with relevant Public Service legislation, policies &amp; instructions.</li> <li>3. The system is understood by relevant staff and assists in ensuring that the correspondences have been actioned on within two (2) days.</li> </ol>
5.3	<b>3. Leading</b> <ol style="list-style-type: none"> <li>1. Communicating</li> <li>2. Motivating</li> <li>3. Developing</li> </ol>	<ol style="list-style-type: none"> <li>1. Weekly meetings and reporting to the Head of Division on the status of Financial activities</li> <li>2. Contribute to weekly meeting conducted by the HOD</li> </ol>
5.4	<b>4. Controlling</b> <ol style="list-style-type: none"> <li>1. Monitoring</li> <li>2. Evaluating</li> <li>3. Correcting</li> <li>4. Reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Timeliness</li> <li>2. Accuracy of information provided</li> </ol>

6	<b>Technical</b>	
6.1	Process all PO & Vouchers for MOFNP Operation	1. 100% of all PO are accurate and processed within 2 days of receipt
6.2	Register & prepare tax reports to MRC	1. All tax form 4 due to MRC on 31 August every year 2. Monthly tax reconciliation report submitted to HoD and MRC on the 28 <sup>th</sup> of every month
6.6	Assist with Procurement Process activities of the Ministry	1. Procurement plan due 31 <sup>st</sup> July as per T.I 38 2. Monthly and quarterly procurement report against the annual procurement plan submitted within 2 weeks of end of the month 3. No less than 80% compliance against procurement regulations 4. Updated procurement database
6.3	Register process all utility bills for MFNP	1. All bills registered and paid within 2 weeks of end of each month
6.4	Process payment of contract, labourers and daily paid employees	1. All wages processed and paid fortnight together with ministry salary schedule
6.5	Comply with file management procedures and good records keeping procedures.	1. All PO scanned and filled online as well as in hardcopy weekly
6.6	To carry out any other duties assigned by the supervisor, head of CSD, and/or the secretary for finance and planning	Report and advise provided in a timely manner according to any requested timeframe
7	<b>Reports Directly to:</b>	Head of Division
<b>POSITION COMPETENCIES</b>		
	Change and Innovation	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>➤ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li>➤ Focuses on benefits and ways of overcoming obstacles.</li> </ul>

	Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Actively shares information with appropriate people and checks for understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
	Integrity / Accountability	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
	Results Orientation	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks/setbacks to deliver results</li> <li>➤ Identifies problems early and takes appropriate action.</li> <li>➤ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>➤ Is open with other team members about his/her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>

	Building individual capacity	<ul style="list-style-type: none"> <li>➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</li> <li>➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>➤ Embraces and adapts to changing work environment</li> </ul>
	Judgment	<ul style="list-style-type: none"> <li>➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
	Promotion of equity and equality	<ul style="list-style-type: none"> <li>➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>
<p>The salary for the position is at Band M of the salary structure for the Tonga Public Service with a minimum of TOP\$15,120 to a maximum TOP\$22,680 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.</p>		
8	<b>PERSON SPECIFICATION FOR THIS POST</b>	
8.1	<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>- Good analytical skills</li> <li>- Good programming Skills</li> <li>- Good computer skills</li> </ul>
8.2	<b>Communication and Language Skills:</b>	Good communication skills. Good command of both Tongan and English languages(written & spoken)
8.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>- Good work attitude</li> <li>- Highly motivated</li> <li>- Well organized and hardworking</li> <li>- Honest</li> <li>- Loyalty to government</li> <li>- Efficient and effective</li> </ul>
8.4	<b>Education &amp; Experience</b>	A Diploma in Accounting, Finance or related field of study from a recognized tertiary institution with at least 3 years of relevant work experience

9	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
9.1	Assistant Accountant	<b>Name:</b> Lisita Hafoka Taufu <b>Sign:</b> ..... <b>Date :</b> .....
9.2	<i>Acting</i> CEO	<b>Name:</b> Penitiketo 'Uhatafe <b>Sign:</b> ..... <b>Date :</b> .....
9.3	Chief Executive Officer	<b>Name:</b> Pilimilose Balwyn Fa'otusia <b>Sign:</b> ..... <b>Date :</b> .....