

Ministry:	Ministry of Finance
Division:	Treasury Division (TD)
Location:	St. George Building (Nuku'alofa)
Job Title:	Principal Accountant
Position Number:	FIN08303111100110003
Reports to:	Chief Accountant, Development Section – TD
Band:	I
Salary:	\$30,240 - \$45,360
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"> • To assist in leading of the development section and ensuring proper monitoring of development project funds receipts and disbursements during the project period; • To assist in liaison with donors and MDAs regarding the utilization of project funds and preparation of acquittal statements; • To Lead the proper and complete keeping of project development fund appropriate records for future references; • To overlook the team's bank reconciliation preparation and vote reconciliation to ensure its correctness and timely submission to Accounts Section; • To assist the preparation of the quarterly statements of receipts and payments of public funds; • To assist the preparation of the Government of Tonga financial statements at end of each financial year; • To assist in the provision of reports on any issues identified and devise control procedures to strengthen the systems of internal control used for projects within Government and line ministries; and • Any Other Duties assigned by the Head of Treasury and Chief Executive Officer of the Ministry of Finance

<p>Accountabilities / Outcomes</p>	<p>Planning</p> <ol style="list-style-type: none"> 1. Formulate Individual Work Plan and weekly plan of action 2. Assist the formulation of divisional AMP 3. In cases of a Disaster – map and correlate the related approval and funding allocations <p>Leading</p> <ol style="list-style-type: none"> 1. Overlook the Preparations of bank reconciliations statements of Development Bank accounts <ul style="list-style-type: none"> - Overlook SA and team to ensure Monthly Bank Reconciliation are correctly completed (monthly) - Recommend closing of idle accounts or accounts of closed projects 2. Vote reconciliation (monthly & quarterly) of projects and clearing of outstanding creditors (Quarterly) 3. Prepare PAYE & JV totals report to be transferred from Development accounts to operating accounts (Monthly) 4. Development Outer island returns <ul style="list-style-type: none"> - ensure reimbursement of funds used at the Sub-Treasuries into the Government Operating Account (Monthly) 5. Monitor all Development bank accounts to avoid overdraft 6. Familiarization/training of new recruited Development staff with processes and procedures 7. Overlook preparations of documents and samples for field audits (internal and external) and any requests for FM related missions <p>Controlling</p> <ol style="list-style-type: none"> 1. Provision of reports on any issues identified and devise control procedures 2. Ensure relevant errors in the financial system (No project code, incorrect itemisation in A Ledger vs B Ledger) are detected and cleared 3. Liaise with LMs and Sub-treasuries <ul style="list-style-type: none"> - On any issues; - On requests for assistance on project related matters; <p>Technical</p> <ol style="list-style-type: none"> 1. Process letter payments via bank transfer and internet banking transfers, preparation of journal entries and posting of the general ledger accounts in the Sun System <ul style="list-style-type: none"> - Letter Payments are processed and delivered to banks - Journal entries are entered into the system. - File all payment transfers by projects accordingly 2. Itemize Development fund receives into Sun system. <ul style="list-style-type: none"> - Journal entries are entered into the system - Ledger Accounts are posted - File all receipts in projects folders accordingly - Liase with AID on outstanding fund receive - Follow-up with LMs to submit T-8 - Make pay-ins to Treasury Cashier 3. Transfer Development funds to outer islands. <ul style="list-style-type: none"> - Process and delivered to bank. - Journal entries are entered into the system.
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	<ul style="list-style-type: none"> - Ledger Accounts are posted. - Scan hard copy of the transfer and send to sub treasury in outer islands. - File all transfers by islands accordingly. <p>4. Assist in creating of manual vouchers:</p> <ul style="list-style-type: none"> - When required - During Disaster phases <p>5. Approve Development voucher</p> <p>6. Sign cheques</p> <p>7. Authorise Withdraw Applications</p> <p>8. To assist in the preparation of statement showing the Quarterly Summaries of Receipts and Payments of the Public Funds.</p> <p>9. To assist in the preparation of the Government of Tonga Financial Statements at the end of the financial year.</p> <p>Carry out any other duties as may be directed by the Head of Treasury or the CEO</p> <ul style="list-style-type: none"> - Report (written or oral) or documentations on duties being assigned.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software ➤ ability to draft clear well-articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required) ➤ ability to travel is required, and work after hours is sometimes necessary ➤ good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings ➤ ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments ➤ very good command of both Tongan and English languages (written and spoken) able to engage actively in meetings and draft clear documents with confidence in both countries ➤ good work attitude and work well in a team environment ➤ highly motivated and proactive

	<ul style="list-style-type: none"> ➤ well organized and hardworking ➤ honest, with high integrity and loyalty ➤ loyalty to government ➤ strong consultation and interpersonal skills
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Master Degree with at least 1 year working experience in a similar role OR at least 3 years relevant working experiences. ✚ Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience. ✚ Bachelor degree with at least 4 years' working experience in a similar role or at least 6 years relevant working experiences. <p>Qualification acceptable for this role must be in Accounting, Professional Accounting, or Finance, Business or Commerce with emphasis in Accounting from a recognized educational institution.</p>
Authorised by (sign and date)	
Supervisor	<p>Name: Mrs Tu'itamala Vaka</p> <p>Signature & Date:</p>
Deputy CEO/ HOD - TD	<p>Name: Mrs Makeleta T Siliva</p> <p>Signature & Date:</p>
CEO for Finance	<p>Name: Mrs Balwyn Fa'otusia</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>