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| Ministry: | Ministry of Finance |
| Division: | Sub-Treasury Niuatoputapu, Treasury Division |
| Location: | Niuatoputapu |
| Job Title: | Sub-Treasurer |
| Position Number: | FIN0830311110016000 |
| Reports to: | Head of Division |
| Band: | K |
| Salary: | \$ 24,226 – \$ 36,338 |
| 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 head, manage and supervise the operation of the Sub-Treasury Niuatoputapu |
| Accountabilities / Outcomes | <p>Planning</p> <ul style="list-style-type: none"> • Corporate Plan/Annual Management Plan and Budget for Niuatoputapu Sub-Treasury • Asset Management Plan • Staff Proposal/performance and leave plan • Schedule for one -to-one meetings with staff for performance appraisal • Schedule Trainings and meetings with Staff and other line ministries <p>Organizing</p> <ul style="list-style-type: none"> • Review work- related issues and provide recommendations to HOD for improvement • Records and Information Management; • Ensuring proper filing and safe storage of cash, records, vouchers, letters and information • Ensure that all approved policies, rules, procedures, legislations and manuals etc, are in place and updated for the team to use, when checking revenue and expenditure vouchers. |

- Maintaining all stock registers and all other registers required to be kept at Sub-Treasury Niuatoputapu premises
- Ensuring security and maintain Sub-Treasury office building, equipment and Sub-treasurer residence and compounds.

Leading

- Conduct weekly or monthly meetings/ trainings for staff of Sub-Treasury Niuatoputapu and to improve area of weaknesses in customer service.
- Check & finalize weekly Return and send to Head Office.
- Bi-annual performance appraisal including final PMS appraisal for Sub-Treasury Niuatoputapu staff.
- Assist Audit Office or Internal Audit with their missions.
- Represent the Ministry to related meetings.

Controlling

- Checking of daily balance of cashier, ensure balance of cashier is reported daily to Head Office & raise any issue on a timely manner.
- Oversee and assist in the preparation and maintenance of the Sub-treasury and residence fixed asset register and provide regular reports.
- Preparation of Sub-Treasury Niuatoputapu monthly and quarterly management reports and send to Head Office.
- Prepare Ad hoc financial reports when required and directed - i.e. vote level reports, daily cash balance, board of survey and any others.
- Management of internal control mechanism.
 - Ensure there is proper internal control mechanisms in place at all times for management of cash, government expenses, revenues, transfers and assets.
 - Report on any internal control issues.
 - Recommend improvement or suggestion for necessary changes to internal controls.

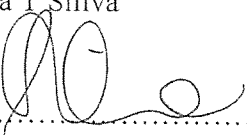
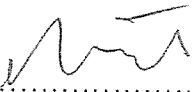
Technical

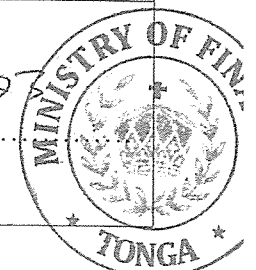
- Ensure valid, complete and accurate receipts for all revenue paid in, expenditure vouchers paid out, transfers and inter-ministry journal vouchers in compliance with related policies.
- Authorize and endorse approved Government expenditures
 - Review the checking of all expenditure vouchers that have been checked to ensure compliance with rules, policies and procedures.
- Ensure sufficient cash is maintained at Sub-Treasury vault and Cashier Float at all time.

Any other duties directed by the DCEO and CEO:

- Carry out any other duties as may be directed by the Head of Treasury or the CEO.

Person Specification

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| <p>Skills and Abilities</p> | <p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership and management skills including mentoring • Excellent analytical skills with ability to explain to a non-technical audience. • Excellent computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc) sun system and vision • Good communication skills, Good command of both Tongan & English languages (written and spoken) • Good public relation and networking skills, able to work with a range of professions and organizations • Able to work in resources constrained environment • Ability to travel and work after hours when the need arises • Good work attitude • Highly committed, self-motivated and proactive • Able to motivated others in a positive and constructive manner • Well organized and hard working • High honesty and intellectual integrity • Highly proactive • Willing and able to provide mentoring to junior staff • Must be committed to duties allocated, efficiently and effectively <p>Desirable:</p> |
| <p>Qualifications and Experience</p> | <p>Mandatory:</p> <ul style="list-style-type: none"> ⚡ Post graduate qualification (TNQAB framework Level 8 & up) + up to 1 year of relevant experience ⚡ Relevant degree +1 year in a similar role, or 3 years' relevant work experience ⚡ Relevant diploma +3 years in a similar role, or 8 years' relevant 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> |
| <p>Authorised by (sign and date)</p> | |
| <p>Supervisor/HOD</p> | <p>Name: Mrs Makeleta T Siliva</p> <p>Signature & Date:  14/01/2023</p> |
| <p>Acting CEO</p> | <p>Name: Ms Pisila 'Otunuku</p> <p>Signature & Date:  14/01/2023</p> |



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| Employee | Name: <i>Vacant</i> Signature & Date: |
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