

Ministry:	Ministry of Finance
Division:	MDAs Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Accountant
Position Number:	FIN08303311100110003
Reports to:	Acting Head of MDAs Section
Band:	L
Salary:	\$ 20,075 – 30,107
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"> • Assist in preparation of bank reconciliations statements of all government bank accounts. • Assist in the preparation of Journals and Posting of the General Ledger Accounts in the Sun system. • Assist in the preparation of the quarterly statements of receipts and payments of public funds; • Assist in the preparation of the Government of Tonga Financial Statements at end of each financial year; • Assist in provision of reports on any issues identified and devise control within Government and Ministries; • Assist in the preparation and updating of the Treasury Manual on the Accounting Systems and Internal Control Procedures. • Any Other Duties Assigned by the Head of Treasury, Supervisor and/or the Minister of Finance.

Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> - Assist in preparing and designing the MDA Section Work Plan for the financial year. <p>Leading</p> <ul style="list-style-type: none"> - Ensure full compliance with relevant Acts, Regulations and Policies on both recurrent and development related payments as well as strengthening the internal controls. - Working closely with the allocated MDAs and other related authority in processing both recurrent and development related payments and settling overpayment / reimbursement amount. - Working closely with FFD and Internal Audit in ensuring the right formulas are incorporated into SUN System and in align with stated policies. <p>Organizing</p> <ul style="list-style-type: none"> - Implement recommendations from internal / external audit. - Maintain and update assigned MDAs relevant database as see relevant and share with relevant stakeholders, when necessary. - Examine and review assigned MDAs current PFM process with regards to PFM Reform (EFTPOS, electronic payments, etc.) <p>Controlling</p> <p>Provide reports and devise control procedures to strengthen the systems of internal control with government and ministries.</p> <ul style="list-style-type: none"> - Independent quality check of MDAs vouchers to ensure accuracy, compliance and avoid future risks of fraud. - Regular Reports on any internal control weaknesses and/or system improvements. - Provision of reports on any issues identified and devise control procedures. - Revote of all Development votes in the beginning of the new financial year. - Confirm vote balance. - Liaise with AID on outstanding fund receive. - Liaise with MDAs to make sure vote reconciliation for 30th June is submitted. <p>Technical</p> <ol style="list-style-type: none"> 1. Process overseas and local payments via bank transfer, preparation of journal entries and posting of the general ledger accounts in the Sun System <ul style="list-style-type: none"> - Requesting of normal/spot rates to banks for payments. - Confirm payments with relevant valid contract. - Payments are processed and drop to CAD for urgent delivery to banks. - Journal entries are entered into the system on a regular basis. - Process redistribution requests for payments. - Ledger Accounts are posted. - File all payment transfers by projects accordingly. - Sending out NRBT monthly statements to respective projects. 2. Extracting and sending out project transactions respective projects when assign 3. IPSAS requirements for reporting: review, summarise and report to HOD on a regular basis. 4. Processing allocated MDAs development wages/ vouchers.
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	<ol style="list-style-type: none"> 5. Processing of outer islands transfers. 6. Itemizing fund receipts into the financial system. 7. Liaise with assigned MDAs and AID Division on acquittal reports as per agreed datelines. 8. Assist with gathering/pulling out of files accordingly upon request from audit/external audit or line ministries. 9. Providing assigned MDAs Quarterly Report on both recurrent and development receipts and payments. 10. Providing provisional reports to HOD or Management, whenever requested. 11. To assist in the preparation of the Government of Tonga Financial Statements at the end of the financial year <p>Carry out any other duties as may be directed by the HOD or CEO such as attend meetings/trainings, official travel, acting on higher positions, when necessary, etc.</p>
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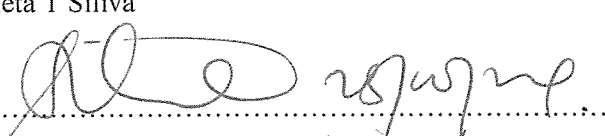
Person Specification

<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, and Power Point etc), Sun system, etc. • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively. <p>Desirable:</p>
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<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Relevant degree with no working experience ✚ Diploma certificate with at least 3 years' experience in a similar role OR at least 4 years relevant working experience. <p><u>Qualification acceptable for this role must be in Accounting, Professional Accounting or Finance, Business or Commerce with emphasis in Accounting from a recognised educational institution</u></p> <p>Desirable:</p>
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Authorised by (sign and date)

<p>Acting Supervisor</p>	<p>Name: Veisia Rose Mafi</p> <p>Signature & Date:.......... 28/10/24.....</p>
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Supervisor	Name: Ms. Veisia Rose Mafi Signature & Date:.....
A/CEO	Name: Mrs. Makeleta T Siliva Signature & Date: 
Employee	Name: Vacant Signature & Date: 