



Ministry:	Ministry of Finance
Division:	Account Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Assistant Accountant
Position Number:	FIN08303111100110005
Reports to:	Head of Account Section
Band:	M
Salary:	\$ 16,352 – 24,529
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> <p>1. To prepare bank reconciliations, post journal entries into the general ledger accounts in the Sun system, provide reports and input to division of internal control procedures, assist with Spot payment request.</p>
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Prepare Bank Reconciliations on allocated Bank Account 2. Prepare Journal Entries 3. Post transaction to Sun System 4. Accurate and informative report on internal control procedures. 5. Assist Spot Rate Payment Request 6. And carry out any other duties as may be directed by the Head of Treasury or the CEO
Person Specification	
Skills and Abilities	<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 and PowerPoint etc).

	<ul style="list-style-type: none"> • Must have good public relation and networking skills. • 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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Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience ✚ Relevant certificate level 4/trade/technical qualification + 3 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>Desirable:</p>
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Authorised by (sign and date)

A/HOD	<p>Name: Ms. Veisia Rose Mafi</p> <p>Signature & Date:  24/5/24</p>
CEO	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature & Date:  28/5/24</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

