



Ministry:	Ministry of Finance
Division:	Sub Treasury Vava'u, Treasury Division (TOD)
Location:	Vava'u
Job Title:	Clerk Class II
Position Number:	08303111100120008
Reports to:	Sub-Treasurer Vava'u
Band:	P
Salary:	\$10,494 - 15,740
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 the daily operation of the Sub Treasury Vava'u
Accountabilities / Outcomes	<p>Job Outputs</p> <ul style="list-style-type: none"> • Assist in the checking and processing of Expenditure vouchers including salaries and wages; • Assist in paying in to the Bank all funds received by the cashier daily; • Carrying out vote reconciliations; • Recording Revenues and Expenditures into Vote Book and Main Cash Book daily; • Assist in the preparation of the Monthly Returns to be sent to Tongatapu. • Assist in various Sub-Treasurer's works being assigned to and any other duties required by the Sub-Treasurer and/or Senior and carry out any other duties as may be directed by the Sub Treasurer or the CEO

Person Specification

<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • 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>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Certificate level 4 • Form 7 or equivalent of Certificate level 3 + 2 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 4 years' work experience • 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 align="center">Authorised by (sign and date)</p>	
<p>Acting Deputy CEO/ HOD-TOD</p>	<p>Name: Miss. Veisia Rose Mafi</p> <p>Signature & Date:  7/12/2024</p>
<p>CEO for Finance</p>	<p>Name: Miss. Lesieli Tufui Faletau</p> <p>Signature & Date:  10/12/2024</p>



Employee

Name: Vacant

Signature & Date: