

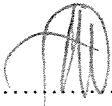
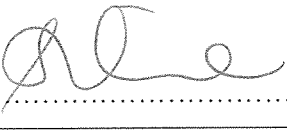
Ministry:	Ministry of Finance
Division:	MDAs Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Principal Accountant
Position Number:	FIN08303311100110003
Reports to:	Head of Division
Band:	I
Salary:	\$ 34,342 – 51,511
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: 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 Finalize the team for preparation of bank reconciliations statements of all government bank accounts. • To Lead and Review the preparation of Journals and Posting of the General Ledger Accounts in the Sun system. • To lead the preparation of the quarterly statements of receipts and payments of public funds. • To lead the preparation of the Government of Tonga Financial Statements at end of each financial year. • To lead the provision of reports on any issues identified and devise control within Government and Ministries. • To lead 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 HOS with the formulation of divisional AMP. - Formulate Individual Work Plan and weekly plan of action for HOS approval. - Assist HOS with writing job descriptions. - Prepare Annual leave plan for MDAs Section and submit to HOS. <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. - Reviewing internal control procedures and relevant policies to MDAs. - Represent the MDA Section on relevant meeting i.e., Treasury Instructions review meetings and contribute on behalf of the Section. <p>Organizing</p> <ul style="list-style-type: none"> - Ensure MDAs section implement recommendations from internal / external audit. - Provide training materials for MDAs Section and assigned MDAs, when necessary. - Ensure MDAs use correct votes and adjust accordingly. - 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> <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. - Compile team MDAs proposal and report to HOS to the system or procedures on specific account areas. - Provision of reports on any issues identified and devise control procedures. - Liaise with MDAs to make sure vote reconciliation for 30th June is submitted. - Liaise with AID on outstanding fund receive. - Liaise with MDAs and Sub-treasuries to return transfer balance by end FY. <p>Technical</p> <ol style="list-style-type: none"> 1. Sign Government cheques <ul style="list-style-type: none"> - Sign cheques and letter payments - Sign online payments. - Ensure all development manual cheques are entered into system. 2. Sign Withdraw Applications (WA) – ADB, WB & IFAD <ul style="list-style-type: none"> - Sign online & manual WAs for ADB, WB and IFAD projects. - Assist lodging of WB Budget Support WAs - Follow-up with approvers to approve outstanding WAs.
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	<ol style="list-style-type: none"> 3. Process letter 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"> - Letter Payments are processed and delivered to banks. - Journal entries are entered into the system. - File all payment transfers by projects accordingly. 2. Itemize of all 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. - Liaise with AID on outstanding fund receive. - Follow-up with MDAs to submit T-8. - Revote of all Development votes in the beginning of the new financial year 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. - Ledger Accounts are posted. - Scan hard copy of the transfer and send to sub treasury in outer islands. - File all transfers by islands accordingly. 4. Extracting and sending out project transactions respective projects when assign 5. IPSAS requirements for reporting: review, summarise and report to HOD on a regular basis. 6. Process the reimbursement of all Development PAYEs, JOURNALS and outer island returns into Government Operating Account. 7. Creating and submitting Budget Support withdrawal applications to ADB via Client Portal Disbursements (CPD) 8. Liaise with assigned MDAs and AID Division on acquittal reports as per agreed datelines. 9. Providing MDAs provisional reports to HOD or Management, whenever requested. 10. Providing assigned MDAs Quarterly Report on both recurrent and development receipts and payments. 11. Assist in the preparation of statement showing the Quarterly Summaries of Receipts and Payments of the Public Funds 12. 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
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	<ul style="list-style-type: none"> • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively. Desirable:
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ✦ Master's Degree with at least 1 years' experience in a similar role OR at least 3 years relevant working experience ✦ Post Graduate diploma with at least 2 year experience in a similar role OR at least 4 years relevant working experience. ✦ Bachelor's degree with at least 4 years' experience in a similar role OR at least 6 years relevant working experience <u>Qualifications acceptable for this role must be in Accounting or Professional Accounting from a recognised educational institution.</u> Desirable:
Authorised by (sign and date)	
Supervisor	Name: Ms. Veisia Rose Mafi Signature & Date:  28/10/24
A/CEO	Name: Mrs. Makeleta T Siliva Signature & Date:  28/10/24
Employee	Name: Vacant Signature & Date:

