

Ministry:	Ministry of Finance
Division:	Asset Management Section, Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Assistant Accountant
Position Number:	FIN08301211100110006
Reports to:	Head of Asset Management Section, (FFD)
Band:	M
Salary:	\$15,120 - \$22,680
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 government assets register report, status liabilities report and related transactions during the period • Assist in checking of assets data from ministries & updated into asset register report database • Assist in the preparation of assets analysis and management reports/ on a regular basis • Assist preparation of public tender, assets disposal, transfer, trade-in or write-off & report result to Government Asset Disposal Committee Liaise with ministries to obtain information relating to their liabilities and assets, and advice related appropriate action to be taken • Assist with preparation and processing of insurance issues when needed • Assist with updating travel reports when required • Assist with preparation and processing of loan payments before due date (domestic, on lent & guarantees) as required

	<ul style="list-style-type: none"> Assist with entering of debt payment transactions into CS-DRMS (Commonwealth Debt Recording & Management System) when required Any other duties assigned by the supervisor, Head of Assets, Debts Managements or CEO for Finance
Accountabilities / Outcomes	<p>Job Outputs</p> <ul style="list-style-type: none"> Assist In the preparation of government assets and liabilities status re orts. Assist in checking of assets & updated to the Asset Register database Assist in the preparation of assets analysis and management reports on a regular basis Assist preparation of public tender, assets disposal, transfer, trade-in or write-off & report result to Government Asset Disposal Committee Liaise with ministries to obtain information relating to their assets and liabilities, and advice related-appropriate action to be taken Assist with preparation and processing of loan payments before due date (domestic, on lent & guarantees) as required Carry out any other duties delegated by the head of Debt & Asset Management or CEO for Finance
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> Must have good public relation and networking skills Good computer skills and well versed with appropriate computer programs such as Microsoft Officer Word, Excel, Meridian, etc. Good communication skills. Fluent in both Tongan and English Languages (written & spoken) Ability to work after hours would be an advantage Honestly, trustworthy and reliable Accurate and quick to learn Hard working, highly motivated & always proactive Punctual and committed to schedules and deadlines Well organized and can maintain confidentiality of information Friendly and team player
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

	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)
Authorised by (sign and date)	
Deputy CEO/ HOD- FFD	Name: Mrs. 'Aivi T Fakahua Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date: