

POST DESCRIPTION			
1	<b>Ministry/Department: Ministry of Fisheries</b>		
2	<b>Job Title:</b> Technical Officer Grade II, Finance Section, CSD		
3	<b>Band: M</b> <b>Salary scale: \$15,120 -\$22,680</b>	<b>Post Number: 3. FY2017_18</b>	<b>Location:</b> Nuku'alofa
4	<b>Purpose:</b> <ol style="list-style-type: none"> <li>1. To provide financial reporting and administrative support through preparation purchase orders &amp; expenditure vouchers;</li> <li>2. To assist, checking and registration of accuracy of salary and revenue collection for the Ministry of Fisheries</li> </ol>		
5	<b>Key Results Area</b>		<b>Performance Indicators</b>
5.1	<b>Core Duties</b> Prepare purchase orders		<ul style="list-style-type: none"> <li>• Check against purchase request order &amp; quotations</li> <li>• Check against vote balance</li> <li>• Timely (no later than two working days) and accurate</li> <li>• Correct authorization obtained</li> <li>• Regularly committed in Commitment votes</li> </ul>
5.2	Prepare expenditure vouchers/Matching with invoice		<ul style="list-style-type: none"> <li>• Check voucher against invoice and order</li> <li>• All completed vouchers error free</li> <li>• Correct authorization obtained</li> <li>• Deliver on time to Treasury (no later than 1 day after completion of 5.1)</li> </ul>
5.3	Reconcile vote books/sun system		<ul style="list-style-type: none"> <li>• Timely (completion within 1<sup>st</sup> week when received transaction from MFNP)</li> <li>• Accuracy</li> </ul>
5.4	Maintain vote Books/Sun system		<ul style="list-style-type: none"> <li>• Balance corrects</li> <li>• Enter accurately</li> </ul>
5.5	Prepare monthly financial report		<ul style="list-style-type: none"> <li>• Submit 1<sup>st</sup> wk of the following month to the head of Finance section</li> <li>• Accurate data provided on financial report</li> </ul>
5.6	Assist on check accuracy of salary, overtime, acting appointment, increment, location allowances, etc		<ul style="list-style-type: none"> <li>• Submit on time (within 2 working days after received from MFNP)</li> <li>• double check MFNP calculation</li> <li>• Correct authorization obtained</li> <li>• Staff salary vouchers are delivered to Treasury on time</li> <li>• Timely payment of Salary, Overtime &amp; Wages</li> </ul>

5.7	Assist salary staff register	<ul style="list-style-type: none"> <li>• Enter salary information to Staff register database</li> <li>• IR7, IR4 &amp; IR8 prepared accurately &amp; on time</li> <li>• Reconcile IR4 with IRD record.</li> <li>• Deliver to Inland Revenue Dept (no later than the 28<sup>th</sup> of the following month)</li> <li>• Distribution of IR4 to individual employees for their information.</li> </ul>
5.8	Assist receipt & cash book paid in	<ul style="list-style-type: none"> <li>• Receipts daily &amp; prepare revenue cash book</li> <li>• Pay in daily with Bank &amp; Treasury according to the Treasury Instructions.</li> </ul>
5.9	Assist on prepare virement or transfer funds for Ministry of Fisheries	<ul style="list-style-type: none"> <li>• Check there is sufficient funds in vote</li> <li>• Prepare transfer certificate</li> <li>• Correct authorization obtained</li> <li>• Deliver on time to Treasury</li> </ul>
5.10	To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002	<ul style="list-style-type: none"> <li>• Comply with FMA 2002</li> </ul>
5.11	Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions) Internal Policies (verbal & written)	<ul style="list-style-type: none"> <li>• 100% compliance with PSC requirement</li> </ul>
5.12	And carry out any other duties as may be directed by the Head of Department or the CEO	<ul style="list-style-type: none"> <li>• Timeliness and accuracy of carrying out other tasks as directed</li> </ul>
6	<b>Reports Directly to:</b>	<b>Head of Finance</b>
<b>7</b>	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>• Good analytical skills.</li> <li>• Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc) and Sun System, Vision etc.</li> </ul>
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> </ul>
7.3	Personal Attributes:	<ul style="list-style-type: none"> <li>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage.</li> </ul>

7.4	Education & Experience:	<ul style="list-style-type: none"> <li>• Must have a Diploma in Accounting, Finance or Management or any relevant field from a recognized Institution with at least 1 year of relevant working experience in Government or in the Private Sector</li> <li>• <b>OR</b> Pass in PSSC or its equivalent with at least three (3) years of working experiences in Government or in the Private Sector.</li> <li>• Well versed with Government financial procedures and operations</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of basic accounting</li> <li>• Good computer skills in Basic Microsoft Office</li> <li>• Familiarize with using of Sun System.</li> </ul>
<b>8</b>	<b>CORE COMPETENCIES</b>	<b>STANDARDS</b>
8.1	Communication	<ul style="list-style-type: none"> <li>• Communicates effectively with all staff in the Organization</li> <li>• Effectively manage communication regarding highly and sensitive information</li> <li>• Promotes open communication with subordinates</li> </ul>
8.2	Integrity/Accountability	<ul style="list-style-type: none"> <li>• Promotes sustaining of required values in the Organization</li> <li>• Accept mistakes and failure and be responsible for identifying an immediate solution</li> </ul>
8.3	Output Oriented	<ul style="list-style-type: none"> <li>• Deliver high quality results on time and in line with the outputs of the Division</li> <li>• Identify problems in advance and take the most appropriate action</li> </ul>
8.4	Teamwork and Collaboration	<ul style="list-style-type: none"> <li>• Focus on situations and issues or behaviors and not individuals</li> <li>• Always consider the relativity of any action taken towards a responsibility</li> <li>• Contribute to developing and maintaining positive team work spirit</li> </ul>
8.5	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>• Seeks customer feedback, listens effectively and provides and follows through on solutions</li> <li>• Takes personal responsibility for ensuring any issues raised by customers are responded to promptly</li> </ul>

8.6	Confidence Level	<ul style="list-style-type: none"> <li>• Displays confidence in interacting with customers/stakeholders at all levels of responsibility, and in all parts of the organization</li> <li>• Willing and confident to accept failures and mistakes and addresses conflict directly to resolve issues</li> </ul>
8.7	Job Competence	<ul style="list-style-type: none"> <li>• Carries out the assigned tasks outline in this job description</li> <li>• Possesses required set of skills, knowledge, experience with the right set of attitude to deliver the required task</li> </ul>
8.8	Commitment	<ul style="list-style-type: none"> <li>• Follows through on obligations and commitments made to others</li> <li>• Strengthens commitment by soliciting diverse points of view</li> </ul>
8.9	Motivating Others	<ul style="list-style-type: none"> <li>• Contributes to developing and maintaining of team spirit and effort requires to achieve the output</li> </ul>
8.10	Leadership and Direction	<ul style="list-style-type: none"> <li>• Provide clear and firm direction to subordinates and also professional leadership</li> </ul>
8.11	Advocate	<ul style="list-style-type: none"> <li>• Supports all initiatives, procedures, processes and policies of the organization</li> <li>• Shows enthusiasm for organization initiatives, policies and procedures and helps others accept any changes and remain effective</li> </ul>
<b>9</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
9.1	Technical Officer Grade II	<b>Name:</b> Vacant  <b>Sign:</b> _____  <b>Date :</b> _____
9.2	Head of Finance Section	<b>Name:</b> Mr. Tevita Talakai  <b>Sign:</b> _____  <b>Date :</b> _____

9.3	Chief Executive Officer	<b>Name:</b> Dr.Tu'ikolongahau Halafihi <b>Sign:</b> _____ <b>Date :</b> _____
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