

POST DESCRIPTION

1	Ministry/Department: Ministry of Fisheries		
2	Job Title: Accountant, Finance & Accounts Section, Corporate Service Division		
3	Level: L Salary Scale:\$19,490 - \$29,230	Post Number:	Location: Nuku'alofa
4	<p>Purpose:</p> <ul style="list-style-type: none"> • Responsible for Revenue Report • Responsible for proper disclosure of Revenue receipts • Responsible for the Arrears of Revenue • Quarterly summaries of payments of the MoF public funds and cash flow forecast of receipts • MoF Financial Statements at end of the financial year. • Reports and devise control procedures to strengthen the systems of internal control within MoF • Responsible for Fixed Assets Register 		
5.1	Key Results Area	Performance Indicators	
	<p>1. Revenue Report.</p> <ul style="list-style-type: none"> • Public Fund Balance Report on Receipts during the period 	<p>Quality:</p> <ul style="list-style-type: none"> • Revenue Reports are complete and accurate • Receipts Statement balance agreed to related Treasury statements <p>Timeliness:</p> <ul style="list-style-type: none"> • Reports are prepared and available on a timely basis • Weekly, Monthly and Quarterly 	
	<p>2. Revenue disclosure entries before entering into the Cash Book.</p> <ul style="list-style-type: none"> • Revenue Deposit Slip is properly disclosed to proper accounts. • Revenue Receipts Database. 	<p>Quality:</p> <ul style="list-style-type: none"> • Revenue Deposit Slip are approved and entered into correct accounts. • Complete and Accurate posting of entries <p>Timeliness:</p> <ul style="list-style-type: none"> • Ensure Revenue Deposit Slip entered on a timely basis. 	
	<p>3. Arrears of Revenue</p> <ul style="list-style-type: none"> • Review Arrear ledger Cards are updated Monthly. • Summary by Age of Arrears of Revenue Report. • Follow-up of Long due arrears of revenue 	<p>Quality:</p> <ul style="list-style-type: none"> • 100% Complete and Accurate Ledger Cards and Summary by Age of Arrears of Revenue. <p>Timeliness:</p> <ul style="list-style-type: none"> • Monthly updates. • Monthly Report to Treasury on the 10th day of the new month. 	

	<p>4. Quarterly summaries of receipts of the MoF public funds</p> <ul style="list-style-type: none"> • A Statement showing the Quarterly Summary of Receipts of Public Funds. • Cash Flow Forecast of all receipts 	<p>Quality:</p> <ul style="list-style-type: none"> • Complete and accurate accounts of all receipts during the quarter. • Compliance with the related requirements of the Public Finance Management Act 2002. • Compliance with generally accepted accounting practice. • Unqualified Audit Certifications of the Quarterly Summary. <p>Timeliness:</p> <ul style="list-style-type: none"> • Quarterly
	<p>5. MoF Financial Statements at the end of the financial year.</p> <ul style="list-style-type: none"> • A MoF Financial Statements for the financial year ended. • Schedules to include in the Financial Statements. 	<p>Quality:</p> <ul style="list-style-type: none"> • Complete and accurate accounts of schedules and related accounts to be included in the Financial Statements. • Compliance with the related requirements of the Public Finance Management Act 2002. • Compliance with generally accepted accounting practice. • Unqualified Audit Opinion on the Financial Statements. <p>Timeliness:</p> <ul style="list-style-type: none"> • The financial report to be provided within the reporting timeframe of MoF Annual Report.
	<p>6. Reports and devise control procedures to strengthen the systems of internal control within MoF</p> <ul style="list-style-type: none"> • Regular Reports on any internal control weaknesses and/or system improvements. • Propose change to the system or procedures on specific account areas. 	<p>Quality:</p> <ul style="list-style-type: none"> • Compliance with established systems, policies and procedures. • Improve compliance by ministries with policies and procedures. <p>Timeliness:</p> <p>System Reports to be provided on a timely basis.</p>
	<p>7. Fixed Asset Register</p> <ul style="list-style-type: none"> • List of Fixed Asset purchased throughout the year (inc. outer islands) • Fixed Asset Register Report at end of financial year. • Responsible for Asset Disposal forms for disposal confirmation from TGADC. 	<p>Quality:</p> <ul style="list-style-type: none"> • 100% Complete (Outer Islands Branches) and 100% Accurate Database • Deadline are met <p>Timeliness:</p> <ul style="list-style-type: none"> • Monthly & Quarterly
	<p>8. Carry other duties as may be directed by the Head of Division or the CEO</p> <ul style="list-style-type: none"> • Report (written & oral) or documentation of the assigned duties. 	<p>Quality:</p> <ul style="list-style-type: none"> • Complete and accurate performance of such duties. <p>Timeliness:</p>

		<ul style="list-style-type: none"> • Provide on a timely manner according to the time frame of the duties assigned.
5.2	Organizing <ul style="list-style-type: none"> ➤ Team Work 	<ul style="list-style-type: none"> ➤ Weekly meeting conducted
5.3	Leading <ul style="list-style-type: none"> ➤ Communicating ➤ Motivating ➤ Developing 	<ul style="list-style-type: none"> ➤ Weekly meetings conducted. ➤ Meeting Deadline
5.4	Controlling <ul style="list-style-type: none"> ➤ Monitoring ➤ Evaluating ➤ Correcting ➤ Reporting 	<ul style="list-style-type: none"> ➤ Weekly reporting to Head of Division/OIC on their respective financial
6	Reports Directly to:	Head of Finance & Account Section
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<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 PowerPoint etc), Sun System, and Vision etc.
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills. Fluent in both Tongan and English languages (written and spoken).
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Must have good work relation and networking skills. • Ability to travel and work after hours would be an advantage.
7.4	Education & Experience:	<ul style="list-style-type: none"> • Bachelor in Accounting with one of the following (if Double Major) Economics or Financial Management and Information Technology. • Diploma in Accounting with one of the following (if Double Major) Economics or Financial Management and Information Technology from a recognized institution with at least years of relevant working experience in Budget and Finance in Government or Private Sector.
		Desirable:

- Experience in Management Information System.

8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Accountant	Name: Vacant Sign: _____ Date : _____
8.2	Head of Account Section	Name: Mr.Tevita Talakai Sign: _____ Date : _____
8.3	CEO for Fisheries	Name: Dr.Tu'ikolongahau Halafihi Sign: _____ Date : _____