

Ministry:	Ministry of Fisheries
Division:	Corporate Service Division
Location:	Tongatapu
Position:	Assistant Accounting
Reports to:	Principal Accounting Officer
Job Purpose	<p>The Ministry of Fisheries is responsible for the conservation, management, sustainable utilization and development of fisheries resources in the Kingdom and the fisheries waters in order to achieve economically, socially and environmentally sustainable fisheries that contributes to better living standards for all Tongans.</p> <p>Purpose</p> <ol style="list-style-type: none"> 1. Assist the Budget and Finance staff Account for the Ministry of Fisheries in preparing and
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Prepare and record inventory register book for every division Purchase Order below the value of \$5,000 Assets and updated every month.
	<ul style="list-style-type: none"> • Posting all the COVID-19 Trust Fund (BTF2620) voucher into Manual Vote book and do reconciliation at the end of each month and report to PAO.
	<ul style="list-style-type: none"> • Posting all the Bait BTF2610 Voucher into Vote book and do reconciliation at the end of each month and report back to PAO
	<ul style="list-style-type: none"> • Support in preparing Purchase Order in the Sun system, matching and voucher
	<ul style="list-style-type: none"> • Assist in preparing Labor wages.
	<ul style="list-style-type: none"> • To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002 (D)
	<ul style="list-style-type: none"> • Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions) (ID) <ul style="list-style-type: none"> - Attendance policy - Dress code
	<ul style="list-style-type: none"> • Perform any other duties as may be directed by the CEO or immediate supervisor and HOD
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <p>Communication & Language</p> <ul style="list-style-type: none"> ➤ Following straightforward written and spoken instructions and work processes ➤ Completing forms and straightforward reports ➤ Communicating effectively with work colleagues

	<p>and supervisors</p> <p>Planning</p> <ul style="list-style-type: none"> ➤ Following the instructions of others who will plan the work <p>Organising</p> <ul style="list-style-type: none"> ➤ Being responsible for getting the job done and delivering a service or product usually in a short time frame ➤ The tasks are generally repetitive and predictable <p>Controlling</p> <ul style="list-style-type: none"> ➤ Taking care to ensure that the product or service they deliver is effective and safe <p>Leading</p> <ul style="list-style-type: none"> ➤ Taking responsibility for own work and taking instructions from manager or supervisor ➤ Highly self-motivated, trustworthy and dependable ➤ Must be committed to duties allocated, efficiently and effectively. ➤ Transparent, responsive, supportive, receptive and accountable to effective delivery of services to clients.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 <p>Desirable:</p> <ul style="list-style-type: none"> • Higher qualification will be considered
Authorised by (sign and date)	
Supervisor	<p>Name: Mele Holo'ia</p> <p>Signature:</p> <p>Date:</p>
Head of Division	<p>Name: Elaine Havealeta</p> <p>Signature:</p> <p>Date:</p>
CEO	<p>Name: Dr. Tu'ikolongahau Halafihi</p> <p>Signature:</p> <p>Date:</p>
Employee	<p>Name: Vacant</p>

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