
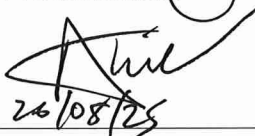


<b>Ministry:</b>	<b>Trade and Economic Development</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Location:</b>	<b>Ha'apai sub branch</b>
<b>Job Title:</b>	<b>Assistant Accountant</b>
<b>Position Number:</b>	
<b>Reports to:</b>	<b>Principal Accountant &amp; HOD of CSD</b>
<b>Band:</b>	<b>M</b>
<b>Salary:</b>	<b>(\$17,171 – 25,757)</b>
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> The Ministry of Trade and Economic Development is the leader in enabling private sector growth and development through commitment to strengthened partnership with all stakeholders to effectively and efficiently deliver our services to fostering a conducive business environment, nurturing entrepreneurship and strengthening global partnership for the sustainable development of our nation.</p> <p><b>Job Purpose:</b> The purpose of this position is to provide robust financial management and control for the Ministry's Ha'apai Sub-Branch. The role encompasses responsibility for revenue collection, expenditure monitoring, payroll administration, asset registry management, compliance reporting, and financial forecasting. The Assistant Accountant serves as a key control point to ensure compliance with Treasury Instructions, Public Finance Management Act, and Audit requirements, thereby safeguarding public resources and supporting sound decision-making at divisional and national levels.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Conduct daily cash counts and reconcile receipts against system-generated records.</li> <li>• Prepare, certify, and submit Daily Pay-In Summaries for banking in compliance with Treasury guidelines.</li> <li>• Ensure accuracy and completeness of revenue captured in the Cash Book and reconcile monthly with Finance HQ.</li> <li>• Design and coordinate periodic internal revenue collection audits for Ha'apai and outer islands to mitigate revenue leakage and strengthen compliance.</li> <li>• Verify, file, and maintain audit-ready purchase orders, payment vouchers, and revenue receipts for both internal and external audit inspections.</li> <li>• Prepare and present financial reports on a monthly, quarterly, and annual basis, highlighting variances, risks, and recommendations.</li> <li>• Undertake expenditure forecasting to anticipate funding shortfalls and propose corrective measures to management.</li> <li>• Administer and process weekly payroll for daily-paid staff and contract workers, ensuring compliance with Public Service Commission and CEO-approved directives.</li> <li>• Monitor payroll anomalies and implement corrective adjustments with supporting evidence.</li> <li>• Maintain confidentiality of employee salary information and comply with tax and social benefit deductions.</li> </ul>



	<ul style="list-style-type: none"> <li>• Maintain an up-to-date and auditable Fixed Asset Register for Ha'apai branch assets.</li> <li>• Conduct periodic asset verification exercises and reconcile with central records.</li> <li>• Provide recommendations for disposal, replacement, or maintenance of assets to optimize operational efficiency.</li> <li>• Compile relevant data for branch-level financial analysis to support decision-making by senior management.</li> <li>• Identify trends, risks, and inefficiencies in financial operations and recommend innovative corrective measures.</li> <li>• Provide inputs into corporate financial planning, including annual budget submissions and mid-year reviews.</li> <li>• Ensure compliance with the Public Finance Management Act, Treasury Instructions 2020, and related government policies.</li> <li>• Identify financial control weaknesses and recommend internal control improvements.</li> <li>• Assist in implementing fraud prevention measures and ensuring zero tolerance for misuse of public funds.</li> <li>• Liaise with Finance HQ, vendors, and external auditors to resolve discrepancies in financial records.</li> <li>• Provide training and guidance to support staff in revenue and expenditure processes.</li> <li>• Support community economic development initiatives by providing transparent and timely financial services.</li> <li>• Undertake any other duties as may be directed by the Principal Accountant, HOD, or CEO, within the scope of the Corporate Services Division and in alignment with Ministry priorities.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Proficiency in accounting software and Microsoft Office Suite (Word, Excel, PowerPoint).</li> <li>• Strong analytical and problem-solving skills, with the ability to interpret financial data and present findings clearly.</li> <li>• High level of integrity, discretion, and accountability in handling public funds.</li> <li>• Effective communication (oral and written) in both Tongan and English.</li> <li>• Ability to work independently under minimal supervision and deliver results under pressure.</li> <li>• Strong organizational and time-management skills to manage multiple priorities.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Public Financial Management frameworks and Treasury Instructions.</li> <li>• Experience in internal control, audit preparation, or risk management.</li> <li>• Strong interpersonal and team collaboration skills with the ability to build professional relationships.</li> <li>• Innovative and solutions-oriented, with the ability to “think outside the box” to enhance operational efficiency.</li> </ul>



	<ul style="list-style-type: none"> <li>Commitment to continuous learning, honesty, reliability, and service excellence.</li> </ul>
<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant working experience</li> <li>Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li> <li>Current TPS employee with 5 years' experience in a <b><u>similar role</u></b> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	Name: Losalio Ika  Signature & Date:
<b>Deputy CEO / HOD</b>	Name: Charles Lavemaau  Signature & Date:  28/8/25
<b>CEO</b>	Name: Distaquaine Tu'ihalamaka  Signature & Date:  26/08/25
<b>Employee</b>	Name:  Signature & Date:

