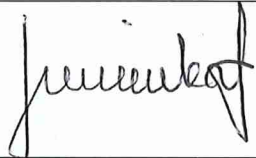

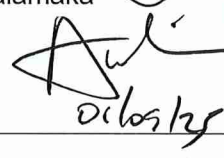


<b>Ministry:</b>	Trade and Economic Development
<b>Division:</b>	Corporate Services – Account Unit
<b>Location:</b>	Tongatapu
<b>Job Title:</b>	Assistant Accounting Officer
<b>Position Number:</b>	
<b>Reports to:</b>	Principal Accountant & HOD of CSD
<b>Band:</b>	O
<b>Salary:</b>	(\$11,449 – 17,171)
<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> This position primarily supports the Accounts Unit by handling daily tasks such as processing payments, overtime, wages, trust funds, and asset counts, ensuring all activities comply with relevant policies.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Process purchases Order and ensures compliance with financial regulation (Treasury Instruction)</li> <li>• Assist Prepare Daily Pay in, deposit to the bank and deliver to Finance</li> <li>• Assist record Trust Fund and report to HOS and HOD</li> <li>• Filings all documents in account Units and make sure is up to date for the audit purpose</li> <li>• Assist prepared Overtime, ensure accuracy and compliance with public service policies</li> <li>• Follow up with Finance to ensure the payment is made by cheque, and inform the supplier to arrange for pick up</li> <li>• Assist with asset counting and ensure all assets are properly registered with the Ministry and comply with relevant regulations</li> <li>• Process wages for the Competent Authority and verify adherence to relevant policies.</li> <li>• Carry out any other duties as may be directed by the HOD or the CEO within the core mandates of the CSD and the priorities of the Ministry.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good Computer Skill (word, Excel)</li> <li>• Honestly, Integrity, loyalty and punctuality</li> <li>• Ability to travel and work after hour when need</li> </ul> <p>Fluent Both in Tongan and English (oral and written)</p>



	<p><b>Desirable:</b> Committed to hard work, honest, reliable, be able to work as a team</p>
<p><b>Qualifications and Experience</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Certificate level 4 + 1 years' work experience</li> <li>• -Form 7 or equivalent of Certificate level 3 + 4 years' work experience</li> <li>• -Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience</li> </ul> <p><b>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)</b></p>
<p><b>Authorised by (sign and date)</b></p>	
<p><b>Supervisor</b></p>	<p>Name: Losalio Ika</p> <p>Signature &amp; Date:  11/9/2025</p>
<p><b>Deputy CEO / HOD</b></p>	<p>Name: Charles Lavemaau</p> <p>Signature &amp; Date: </p>
<p><b>CEO</b></p>	<p>Name: Distaquaine Tu'ihalamaka</p> <p>Signature &amp; Date:  01/09/25</p>
<p><b>Employee</b></p>	<p>Name:</p> <p>Signature &amp; Date:</p>

