

Ministry:	Trade and Economic Development
Division:	Corporate Service Division
Location:	Tongatapu
Job Title:	Chief Accounting Officer
Position Number:	
Reports to:	Head of Division
Band:	J
Salary:	\$30,526 - \$45,788
Job Purpose	<p>Ministry Profile Statement: The Ministry of Trade and Economic Development is the leader in enabling private sector growth and development through commitment to strengthen 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>Job Purpose: Oversee and manage the implementation of the budget of the Ministry of Trade and Economic Development in terms of recurrent and development expenditures to ensure it complies with the Public Financial Management Act together with the collection of all Revenue.</p> <p>Also includes the processing of payroll, updating Fixed Asset Register and processing all procurement matters of the Ministry.</p>
Accountabilities / Outcomes	<p>Supervise the operation of Account's Section of the Ministry.</p> <ul style="list-style-type: none"> • Draft the Account unit Corporate Plan for Budget Estimate Preparation • Draft Account Unit FYMP • Draft & Consolidate the Ministry Annual Cash Flow Forecast • Draft the Ministry's Budget Costing • Finalize the 1st Draft and Final Draft of Ministry's Budget Estimate to submitted to the Ministry of Finance • Coordination with Finance Budget Officer on Budget Preparation. • Prepare the work plan for the Account's Section for the Financial Year linking to states output in Ministry CP. • Monthly plan of action for account staff and monthly report to HOD • Draft and compile of Annual Leave plan for Account Unit and proposal for acting for Approval • Revised the account unit staffs JD • Draft the Annual forecast Cash-flow of the division for the HOD to finalize. • Draft the consolidated Annual forecast Cash-flow of the Ministry for the HOD to finalize • Prepare the quarterly work plan for account inspection to the Ministry's Officer at Outer Islands • Prepare the Quarterly account staffs development Program for improving of their performance • Organizing and facilitating the operation of Account Unit daily activities. • Implement recommendations from HOD/external Audit. • Reconciled all expenses of the Ministry with the sunny systems

	<ul style="list-style-type: none"> • Ensures proper reconciliations are being done on (Salary, Expenditures, Trust Accounts) of the Ministry. • Spot checks all payments, make from the budget of the Ministry. • Spot checks all revenue collection from Enforcement from (Enforcement, Registry, Intellectual Property and Revenue collected from selling fertilizers and bins and also the revenue collected from exporting of crops to NZ & Australia) and ensure that the pay-in of the Ministry to avoid risks and fraud • Make recommendation for staff rotations within the section • Ensure payment procedures should be documented and updated as soon as possible. • Develop & implement appropriate databases and filing system for the payments and revenue records. • Tabulate and circulation of YTD spending & Revenue Collection to assist the HOD on their monthly planning • Assess and Evaluate the Monthly Cash Flow forecast from each HOD that align with their approval Budget. • Compiling the Monthly Cash flow forecast from HOD of each Division that match with approval Budget to be submitted to the Finance Budget Division. • Submitted the Ministry's Monthly Cashflow Forecast to the Finance Budget Division • Certified the Purchase Orders and Revenue Receipts • Prepare the Budget, Reconciliation with Finance Budget Management • Prepare the Asset Registered Report to the Finance Asset Management • Supervisor the Asset Count of the Ministry • Prepare the Disposal Report to the Finance Asset Management • Prepare the Transfer Fund within and between Program to be submit to the Finance Budget Division. • Preparation a Confirmation of Fund on vacant Post and Encashment to be submitted to Finance Budget Division • Draft the Account Unit Training Program on upgrade of their skills and experiences. • Organize & facilitate a training to the account unit was approved by CEO. • Organize & facilitate the account quarterly visit to Outer Islands for internal audits inspections. • Organizing of processing voucher payment. • Organizing the processing the revenue collection. • Prepare an evaluation training report • Assess the Travelling Report to the Outer Islands • Assess the internal audits & inspection report of the Outer Islands. • Organized a monthly meeting of account unit every month on the FY • Organized a staff Development for Accounts Unit. • Lead the implementation of all work activities of the Accounts Unit. • Develop and motivate Unit staff to achieve work targets • Lead on Counseling between Account Officers issues.
--	---

- Lead on searching for solution on a problem on account activities that were implemented
- Lead on promoting on healthy working environment on account section on good relationship on working account officers
- Lead on well facilitate of the Accounts officers with right resources and skills
- Lead on developing a career path on account section
- Monitor the day to day operation of Accounts Section
- Monitor the Ministry's financial in and out flows to ensure targets/forecasts are met
- Ensure that all expenditures and salary payroll of the Ministry are fully checked before submitted to the HOD for endorsement.
- Discuss issues referred from the account's staff and resolved or refer to HOD
- Timely update the HOD and CEO on Treasury Instruction & PSC Acts were amended
- Review the PMS of the Account Units.
- Account staff PMS Evaluation
- Review and supervisor the monthly stock taking at the end of Fixed Asset.
- Monthly update the fixed asset records after stock taking at the end of the month and reported to HOD of LCSD and CEO.
- Working Closely with Accounts team in ensuring that all payments are made on time and accurate.
- Salaries
- Payment of all Expenses of the MTED from their budget envelopes.
- Payments from the Trust Account of \$500,00 of the Ministry exporting oversea.
- Working Closely with the Revenue collection divisions (Enforcement, Registry & Licenses and Intellectual Property in ensuring that revenue targets are met)
- Organize and run trainings for the team as well as other divisions if required
- Prepare the financial data and analysis information to assist HODs and CEO with budget preparation
- Advice management on the financial position of the Ministry from time to time.
- Advice Management on the financial management policy or procedural changes
- Recommend financial management "best practices" to management
- Prepare and ensure Transfer within the recurrent budget is done in accordance with policy
- Review of internal financial processes/procedural policy of the Ministry to align with MFNP instructions and policy
- Draft budget votes & new votes on the Ministry Budget to assist the HODs and CEO on budget preparations.
- Coordinate with Finance Budget Officer on Budget Preparation

Person Specification

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership and management skills, including mentoring • Excellent analytical skills and ability to explain to a non-technical audience • Excellent computer skills and well versed with appropriate computer programs such as Microsoft Office, Sun System etc. • Excellent communication skills: fluent in both Tonga and English languages (written and spoken) <p>Desirable:</p> <ul style="list-style-type: none"> • Good work attitude • Highly committed, self-motivated and proactive • Able to motivate others in a positive and constructive manner • Well organized and hard working • High honesty and intellectual integrity • Willing and able to provide mentoring to junior staff • Ability to travel and working after hours
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> - Postgraduate qualification (Level 8 TNQAB framework: (postgraduate - Diploma/BA with Honours and MA) up to 1 year experience in a similar role - Relevant degree + 2 years in a similar role, or 4 years' relevant work experience - Relevant diploma + 4 years in a similar role, or 10 years' relevant work experience <p><u>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)</u></p>
Authorised by (sign and date)	
CEO	<p>Name: Mrs. Distaquaine Tu'ihalamaka</p> <p>Signature & Date: </p>
HOD	<p>Name: Fielea Schaumkel</p> <p>Signature & Date:</p>
Employee	<p>Name:</p> <p>Signature & Date:</p>

