

JOB DESCRIPTION

	POST DESCRIPTION		
1	Ministry/Department: Office of the Ombudsman		
2	Job Title: Accounting Officer, Corporate Division		
3	Band: M Salary: \$ 17,171 - \$25,757	Post Number: 1	Location: Nuku'alofa
4	Purpose: <ul style="list-style-type: none">Assist with preparation of the Annual Budget, Annual report, purchase orders, payments of expenses, maintenance of votesAssist in preparation of relevant reports and respond to inquiries.		
5.	Key Results Area	Performance Indicators	
5.1	<ul style="list-style-type: none">Responsible for carrying out the following Accounts Section duties;<ul style="list-style-type: none">Preparation of Annual BudgetReconciliation of vote book with TreasuryPreparation of purchase orders and payments of expensesAs procurement officer, preparation of procurement proposals, including sourcing quotes and value for money	<ul style="list-style-type: none">90% timeliness of reconciliationPayments to suppliers are completed within 7 – 10 working days of the supplier's proper documents being received.	
5.2	<ul style="list-style-type: none">Prepare and process salariesProcessing of all staff increments formsProcess, record and return of tax, PAYEPrepare salary registerMaintain and processing of IRS and IR4Assist with managing of the Ministry's stockRegular updating of the Asset RegisterManages the accounts database	<ul style="list-style-type: none">90% timeliness of salary being processed90% accuracy in preparation of salary90% accuracy in recording and setting up of asset register90% compliance with internal processes;90% timeliness90% accuracy	
5.5	<ul style="list-style-type: none">Maintain working relationship with Ministry of Finance and strive to minimize queries from Finance.	<ul style="list-style-type: none">No more than 3 queries received from Finance per month	
5.9	<ul style="list-style-type: none">Any other duties that may be directed from time to time by the Head of Division, CEO or the Ombudsman	<ul style="list-style-type: none">Timeliness and accuracy of carrying out other tasks as directed	
6	PERSON SPECIFICATION FOR THIS POST		
	Core Competencies (Communication / Language / Personal Attributes)	Key Performance Standards	
	Communication	<ul style="list-style-type: none">Communicates effectively with individuals up, down, and across the organization.Resolves conflict in an appropriate manner and deals tactfully with differences of opinion.Effectively channels communication with all those who need to be informed and handles sensitive information appropriately.	

	Interpersonal Skills	<ul style="list-style-type: none"> • Actively shares information with appropriate people and checks for understanding where necessary • Presents clear, courteous and concise oral and written communications • Engages positively and persuasively with program stakeholders as appropriate. • Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
	Integrity / Accountability	<ul style="list-style-type: none"> • Seeks to achieve results which are in the best interest of the Division and the OMB Office. • Uses honesty and appropriate disclosure with clients, OMB Office employees, and management. • Complies with all Internal Policies developed and approved by the CEO of OMB • Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. • Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
	Results Orientation	<ul style="list-style-type: none"> • Delivers high quality results on time. • Overcomes roadblocks/setbacks to deliver results. • Identifies problems early and takes appropriate action. • Thinks outside of the box to achieve best results for internal/external clients.
	Teamwork and Collaboration	<ul style="list-style-type: none"> • Demonstrates ability to get along with others/is respectful of co-workers and promotes teamwork. • Takes the initiative to make things better seeks out/accepts new or additional responsibilities readily. • Is open with other team members about his/her concerns • Actively shares information with appropriate people and checks for understanding where required
	Customer Focus (internal and external)	<ul style="list-style-type: none"> • Takes personal responsibility for ensuring any issues raised by customers are responded to promptly. • Accepts responsibility for mistakes, apologies and makes suitable and timely amends • Treats all clients with respect and cultural awareness
	Self Confidence and Assertiveness	<ul style="list-style-type: none"> • Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. • Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.

	Building individual capacity	<ul style="list-style-type: none"> Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth.
	Working Conditions	<ul style="list-style-type: none"> 8:30am to 4:30pm weekdays. Must be punctual and not absent from work without appropriate authorisation Must be able to work occasional long hours and overtime as/when required.
6.1	Special Skills:	<ul style="list-style-type: none"> Essential: Computer literate Desirable: Knowledge of Government operations and decision processes
6.2	Communication and Language Skills:	<ul style="list-style-type: none"> Essential: To be fluent in both English and Tongan languages
6.3	Personal Attributes:	<ul style="list-style-type: none"> Essential: Highly motivated, loyal, well organized and hardworking, honesty and integrity. Must be able to work as a team.
6.4	Qualification and Education	<p>Minimum Requirements</p> <ul style="list-style-type: none"> Diploma in Accounting or related field with at least three (3) years of relevant work experience in government OR; PSSC pass in Mathematics, Accounting, Computer, English from recognized institution and has 7 years experience in related field; Pass the Tonga School Certificate examination (or its equivalent) or higher examination with at least ten (10) years of work experience in Government or related field. <p>Desirable</p> <ul style="list-style-type: none"> Work experience with the Ministry of Finance and National Planning is an advantage