

Ministry:	Ministry of Revenue and Custom
Division:	Corporate Services
Location:	Tongatapu
Position:	Senior Assistant Deputy CEO
Position Number:	MORC H-03
Reports to:	Deputy CEO
Band:	H
Salary:	\$38,156 - \$57,234
Important Note: <i>“This position is subject to rotation to similar roles within the same division and across other divisions of MORC, as directed by the Chief Executive Officer, providing dynamic career development opportunities”</i>	
Job Purpose	<p>Ministry Profile Statement: The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose: Lead and manage the Accounts and Financial Management (A&FM) section to deliver effective financial management capability to support the services and decision making of the Ministry</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> Assist DCEO to formulate division’s Section Corporate Plans and Annual Management Plan, implement and Continues Monitoring of the division Annual Plan against Annual Management Plan, review progress made against Key Performance Indicator Organizing staff in accordance with the assigned roles of the division Assist in consultation of the Ministry’s Annual Budget and plan Assist in implementing the approved budget and the Annual Budget Template in consultation with the CEO and Management team Submit the Ministry’s Annual Procurement Plan to the Ministry of Finance and ensure compliance with regulations Oversees the operation of the Accounts section and ensure compliance with relevant policies and regulations Assist in preparing Financial Management Internal Policies adherence to the PSC Policy & Treasury Instructions Ensure all Financial Management Internal Policies approved by CEO are effectively implemented and monitored Ensure close monitoring of Expenditure Vote Balances per Division and report to Management team
Person Specification	
Skills and Abilities	Mandatory;

	<ul style="list-style-type: none"> • Excellent leadership skills including inspiring, motivating and developing staff and teams to achieve Accounts and Financial Management section objectives • Strong strategic thinking to assist in formulating the corporate plan, annual management plan, developing the Ministry's Budget and the A&FM section plan • Strong management and financial planning skills including resource allocation, measurement, monitoring and evaluation, reporting on performance of revenue and expenditure for the Ministry • Excellent knowledge of relevant finance, accounting and taxation laws, regulations and compliance requirements • Understanding of and commitment to continuous improvement and encouraging innovation with a focus on developing and implementing policies and procedures to ensure quality work outcomes • Strong customer service skills providing A&FM support, advice and guidance to managers and staff • Strong communication skills including representation, negotiation and relationship management • High level of professionalism, integrity and ethical behaviour.
Qualifications and Experience	<p>Minimum Requirement</p> <ul style="list-style-type: none"> • Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience • Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience • Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience <p>Qualifications acceptable for this role must be in Tax Law, Accounting, Finance, Business Studies, Auditing, Economics, Public Policy, Management, Information Systems, Business Administration, or Commerce from a recognised educational institution.</p>
Authorised by (sign and date)	
Chief Executive Officer:	Name: Signature:
Deputy CEO:	Name: Signature:
Employee:	VACANT