

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Corporate Services
Section:	Revenue & Expenditure
Location:	Tongatapu
Position:	Principal Revenue Officer
Position Number:	MORC I-02
Reports to:	Senior Assistant Deputy CEO
Band:	I
Salary:	\$34,342 - \$51,511
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	Ministry Profile Statement: The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel. Job Purpose: Assist the SADCEO to lead and manage the Revenue & Expenditure section to deliver effective financial management capability to support the services and decision making of the Ministry
Accountabilities / Outcomes	• Preparation of the Unit Corporate Plan page and Account Unit structure • Preparation of the Unit annual management plan • Leading responsibility for the development and implementation of the Ministry's budget and link to MORC CP • Ensuring budgetary control and targets by Division to ensure a balanced budget, sustainable financial planning and joint working with other Divisions • Undertake financial administration, reporting, monthly and annual revenue forecasts and risk gap analysis for both revenue & expenditure • Monitor and ensure that fund transfers are within the policy given by MOFNP • Ensure monthly expenditure reconciliation with the MOF is properly done and accurate • Inspect account books and accounting systems to keep up to date and ensure recording is properly carried out • Monthly revenue reconciliation with Finance and internal reconciliation with Tax Operational Unit; reconciliation of MORC New Bank account for all Direct Deposits/online payments and Report to Finance • Supervise and Ensure preparation of daily pay in is complete and accurate in recording of revenue collection to cashbook and proper revenue source and immediately deposited to Government Account and reported to MOFNP daily • Develop and manage financial systems/policies • Manage and allocate Unit staff workload, supervise and report to SADCEO on staff performance weekly. • Supervise and ensure that all financial processes are complied

	with Public Service Regulations and Public Finance Management Act and Treasury instructions and all related regulations and policies at all times Review and update the unit officers Job Descriptions
Person's Specification	
Skills and Abilities	Mandatory; - Strong leadership skills including motivating and developing staff and teams to achieve A&FM 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 analysis, and performance reporting on revenue and expenditure for the Ministry - Strong knowledge of accounting principles and 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 accounting and finance policies and procedures to ensure quality work outcomes - Well-developed customer service skills providing A&FM support, advice and guidance to managers and staff - Well-developed communication skills including representation, negotiation and relationship management - High level of professionalism, integrity and ethical behavior. Desirable; - Very good stakeholder management skills - Good project management skills including understanding of change management processes
Qualifications and Experience	Minimum Requirement: - Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience - Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience - Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <u>Qualifications acceptable for this role must be in Management, Policy, Economics, Finance, Accounting, Business Studies, Professional Accounting, Auditing, Business Administration, Business, Finance, Information System, Mathematics, Commerce, Taxation, or Public Policy from a recognised educational institution.</u>
Authorised by (sign and date)	
CEO	Name: Michael Cokanasiga Signature:

Deputy CEO/HOD	Name: Sesilia Tangulu Signature: _____
Senior Assistant Deputy CEO/Supervisor	Name: Mele Lokotui Signature: _____
Employee	VACANT