

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Corporate Services Division
Section:	Revenue & Expenditure
Location:	Tongatapu
Position:	Revenue Officer <i>redesignate back to Revenue Officer Graduate</i>
Position Number:	MORC L-015
Reports to:	Principal Revenue Officer
Band:	L
Salary:	\$22,133 - \$33,194
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: Deliver accounting services including assisting with the development of budgets, accounts and financial analysis
Accountabilities / Outcomes	• Assist in developing and implementing financial systems/ policies, as well as proper monitoring of daily cash count • Assist with the daily, weekly and annual reporting of the revenue collection. Undertaking all financial administrations (risk analysis) for both the revenue & expenditure • Contribute to ensure preparation of daily pay in and recording of revenue collection to cashbook are properly carried out, distributed to the correct revenue source, deposit to Government Account and report to the Ministry of Finance on a daily basis • Assist to ensure spending by each Division are within the respective votes and expenditures are processed in accordance with the Treasury Instruction • Ensure vouchers are cleared with Treasury for payment and make sure that each payment aligns with the treasury instructions, procurement policy and within other financial regulations • Assist in the monthly reconciliation of expenditure with the Ministry of Finance and provide weekly / monthly updates on vote balances and spending to CEO and DCEOs • Ensure cash attendant and balance with the cashier by end of each working day is properly carried out • Ensure daily pay in is complete and accurate, and deposited to Government Bank Account
Person's Specification	

Skills and Abilities	<u>Mandatory:</u> • Good skills in reconciliation and recording of revenue and expenditure and preparing and presenting financial reports • Good understanding of accounting principles and ability to analyze financial data and provide insights to support decision making and strategic planning • Good knowledge of relevant finance, accounting and taxation laws, regulations and compliance requirements including procurement guidelines • Good communication skills including representation, negotiation and relationship management • Very good customer service skills providing support, advice and guidance to managers and staff • High level of professionalism, integrity and ethical behavior Desirable: • Knowledge of Revenue System and Sun System
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Qualification and Experience	<u>Minimum Requirements:</u> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience <u>Qualifications acceptable for this role must be in Accounting, Economics, Finance, Business Studies, Information Technology, Computer Science, Commerce, Financial Management, Policy, Taxation, Management, Mathematics, Auditing, or Arts from a recognised educational institution.</u>
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Authorised by (sign and date)	
CEO	Name: Michael Cokanasiga Signature:
Deputy CEO	Name: Sesilia Tangulu Signature:
Principal Revenue Officer	Name: Linitalila Lokotui Signature:
Employee	VACANT