

Ministry:	Ministry of Revenue and Custom
Division:	Corporate Services
Section:	HR & Payroll
Location:	Tongatapu
Position:	Revenue Officer
Position Number:	MORC M-005
Reports to:	Senior Revenue Officer
Band:	M
Salary:	\$17,171 - \$25,757
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 vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel. Job Purpose: The role supports the preparation, verification and reconciliation of salaries, wages, overtime, acting appointments and other allowances, ensuring accurate and timely payroll processing in compliance with PSC Policy & Instructions, Treasury Instructions and internal controls.
Accountabilities / Outcomes	• Compile and enter payroll data for processing under ROG supervision • Verify overtime claims, acting allowances and special payments and prepare them for ROG review • Update payroll records to reflect leave without pay, resignations, retirements or deductions • Follow PSC Policy & Instructions, Treasury Instructions and internal controls in payroll tasks • Maintain payroll registers, files and digital databases with accuracy and completeness • Support ROG and SRO officers in reconciling payroll records with Finance and preparing summary reports • Provide payroll information, reports and documentation for internal and external audits • Assist in responding to staff queries about salaries, allowances, deductions and leave adjustments • Liaise with HR for appointment/leave updates and with Finance for salary funding and disbursement • Identify discrepancies, suggest process improvements and escalate issues to ROG and SRO officers
Person Specification	

Skills and Abilities	Mandatory; • Knowledge of payroll systems and staff entitlements • Familiarity with PSC Policy & Instructions, Treasury Instructions and payroll policies • Strong accuracy and attention to detail • Good organizational and time management skills • Proficiency in MS Excel and basic payroll/finance systems • Analytical ability to reconcile payroll records • Effective communication and interpersonal skills • Integrity, confidentiality and accountability • Teamwork and ability to work under supervision • Adaptability and willingness to learn and improve processes
Qualifications and Experience	Minimum Requirement • Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience • Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience • Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
Authorized by (sign and date)	
CEO:	Name: Mr. Michael Cokanasiga Signature:
Deputy CEO	Name: Ms. Sesilia Tangulu Signature: _____
Senior Revenue Officer	
Employee:	VACANT