

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Cargo Clearance
Section:	One Stop Shop
Location:	Tongatapu
Position:	Revenue Officer Grade I
Position Number:	MORC N-
Reports to:	Principal Revenue Officer
Band:	N
Salary:	\$13,355 - \$20,033
<b>Important Note:</b> <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><b>Ministry Profile Statement:</b> 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.</p> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• Provide cashier services to check payable duties against Custom declarations, receipt, count, reconcile and record payments made and provide to the Accounts team</li> </ul>
Accountabilities / Outcomes	<ul style="list-style-type: none"> <li>• Checking of payable dues against the approved ESADs</li> <li>• Cautiously conduct cash counts of cash received</li> <li>• Double check presented cheques particulars</li> <li>• Withhold payment of cheques with confirmed inconsistencies until remedied</li> <li>• Ensure the alert messages are strictly followed at all times</li> <li>• Warrant all paid ESADs with warranting machine</li> <li>• Input manual warrant numbers into system</li> <li>• Summary cash and cheques receipted and hand over to Account Section after each working day</li> <li>• Report any matters that may affect the revenue collection process at the cashier</li> <li>• Provide information of interest for Intelligence, Post Clearance Audit, Risk Management and legal purposes</li> <li>• Participate and co-operate with other team members in achieving team goals and objectives.</li> <li>• Any other duties that may be assigned from time to time</li> </ul>
Person's Specification	
Skills and Abilities	<p><b>Mandatory;</b></p> <ul style="list-style-type: none"> <li>• Very good data entry and cash handling skills</li> <li>• Very good accounting, analytical and data management skills to ensure accurate payable duties against customs declarations</li> <li>• Very good customer service skills including attention to detail, accuracy and timeliness</li> <li>• Good verbal and written communication skills</li> <li>• Very good understanding of customs legislation, regulations and policies including One Stop Shop Standard Operating Procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• High level of professionalism, integrity and ethical behavior</li> </ul> <b>Desirable;</b> <ul style="list-style-type: none"> <li>• Efficient in use of Customs technology including ASYCUDA</li> </ul>
<b>Minimum Requirement</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Diploma Level 5/ 6 TNQAB framework in relevant field;</li> <li>• Certificate level 4/trade/technical qualification + 2 years' relevant work experience</li> <li>• Form 7 or equivalent of Certificate level 3 + 4 years' relevant work experience</li> <li>• PSSC or equivalent of Certificate level 2 + 7 years' relevant work experience</li> <li>• Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>CEO</b>	<b>Name:</b>  <b>Signature:</b>
<b>Deputy CEO</b>	<b>Name:</b>  <b>Signature:</b>
<b>Senior Assistant Deputy CEO</b>	VACANT
<b>Principal Revenue Officer</b>	VACANT
<b>Employee</b>	VACANT