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| **Ministry:** | **Revenue & Customs**  |
| **Division:** | **Tax Corporate Services**  |
| **Section:** | **Tax Accounts and Financial Management**  |
| **Location:** | **Nuku’alofa** |
| **Position:** | **Principal Revenue Officer** |
| **Position Number:** | **I-001** |
| **Reports to:** | **Deputy CEO**  |
| **Band:** | **I** |
| **Salary:** | **$31,148 - $46,721** |
| **Job Purpose** | **Ministry Profile Statement:** The Ministry of Revenue & Customs is the main agency of the government tasked to collect revenue efficiently and effectively for the Government of Tonga, to fund required goods and services for the people of Tonga. The Ministry is also responsible for continued assessment of the essential functions and processes of cross border security and facilitation of trade and travel. **Job Purpose:** To lead, supervise and manage the financial management activities thus to support the Ministry’s core functions |
| **Accountabilities / Outcomes** | * Preparation of the Accounts Unit Corporate Plan page and Account Unit structure
* Preparation of the Accounts Unit annual management plan
* Preparation of the MORC Procurement Plan for each FYs Proper procurement Evaluation procedures
* 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
* Supervise and ensure the payroll register is properly recording of all staff salaries and allowances
* 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 Account Unit staff workload, supervise and report to DCEO 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
* Management of the registration of Ministry’s Fix assets purchased; Quarterly monitor and assure the security of the MORC assets and reporting to Finance Asset Committee by due date required
* Review and update the account officers Job Descriptions
* Monitor the payroll register to ensure the proper recording of all staff salaries and all allowances and entitlements.
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| **Person Specification** |
| **Skills and Abilities** | **Mandatory:*** Sound knowledge of Microsoft Office
* Fluency in Tongan and English
* Good written and oral skills
* Ability to perform in a professional manner
* Demonstrates ability to work in a team

**Desirable:*** Knowledge of Revenue System and Sun System
* Ability to cooperate with stakeholders
* Proven problem-solving skills
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| **Qualifications and Experience** | **Mandatory:*** 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

**Qualifications acceptable for this role must be in Management, Policy, Economics, Finance or Business Studies from a recognised educational institution.** **Desirable:** |
| **Authorised by (sign and date)** |
| **Deputy CEO** | Name: Signature & Date:  |
| **CEO** | Name: Michael Cokanasiga Signature & Date:  |
| **Employee** | Name: VACANTSignature & Date:  |