

SAMPLE JOB DESCRIPTION FOR SENIOR POSITIONS

POST DESCRIPTION		
1	Ministry/Department: <Ministry of Revenue & Customs/ Tax Corporate Services Division>	
2	Job Title: <i>Senior Revenue Officer, Accounts Section</i>	
3	Band: K	Post Number: 4
		Location: <i>Nuku'alofa</i>
4	Job Purpose	
	Job Outputs To assist in managing the financial management activities thus to support the Ministry's core functions.	Performance Indicators <i>Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with Financial Management Act; Treasury Instruction and other related regulations</i>
5.1	Planning <u>Assist with all Financial Management matters for the Ministry</u> <ul style="list-style-type: none"> • Contribute with Revenue Collection Management • Contribute in preparation of the Account Unit monthly/ annual workplan in consultation with the Account Supervisor • Assist in preparation of the MORC Procurement Plan for each FY • Contribute in monitoring the accuracy of the daily cash count • Contribute in preparation of daily pay in and recording of revenue collection to cashbook and proper revenue source and immediately deposited to Government Account and reported to MOFNP daily • Contribute in providing daily, weekly and annual reports on revenue collection • Contribute Supervisor to undertake financial administration, and risk analysis for both revenue & expenditure • Contribute in providing monthly trends and annual revenue comparisons as required from time • Contribute in developing and manage financial systems/ policies • Contribute to allocate staff workload, supervise and report on staff performance in the Unit • Monitor the registration of Ministry's Fix assets and reporting to Finance - Asset Committee by due date 	<ul style="list-style-type: none"> • <i>95% adherence to Finance Management regulations; Treasury Instruction;, Tax laws and regulations and other related laws;</i> • <i>95% Completion of the Account Unit Annual Work Plan submitted to DCEO by the proposed due date</i> • <i>100% accuracy of cash balance and daily paid in of revenue collected to Government Account</i> • <i>90 - 95% accuracy of reporting of sources of revenue to revenue coding</i> • <i>95% completion and timely submission of FY forecasting by month to MOF by due date - required</i> • <i>90 – 95% Well organized Team, no complaints from staff</i> • <i>90 - 95% accuracy, secure and timely completion of asset report submitted to MOFNP by due date required</i> • <i>90% completed Weekly activities report submission every Monday (due date) to Account supervisor</i>

5.2	<p>Organising</p> <p><u>Monitor procurement matters</u></p> <ul style="list-style-type: none"> ● Contribute and ensure that procurement process follows procurement policy ● Contribute in advising on procurement process ● Enable solution on any queries on procurement process ● Contribute in implementation of the Ministry's procurement requirements and evaluation procedures ● Contribute in preparation of the MORC procurement plan per FY and submission to MOF by end of first month of each FY or any due date required from MOF <p><u>Monitor Ministry's Assets</u></p> <ul style="list-style-type: none"> ● Lead in all quarterly and yearly physical counting and labelling of the Ministry's asset is properly done ● Proper register and Ensuring that assets recorded to asset register when purchase of new assets and ensure security of all asset ● Prepare and ensure that the Ministry's assets is timely reported and submitted to the MOF by end of each FY of any time required by the Asset Committee 	<ul style="list-style-type: none"> ● <i>90 - 95% adherence to Government's procurement policy and guidelines</i> ● <i>90 - 95% of procurement processes submitted to MOF meet full compliance with the procurement regulations</i> ● <i>90 - 95% completion of the MORC Procurement Plan every FY and timely submitted to MOF by due date required</i> ● <i>90 - 95% adherence to Treasury Instructions and related polices;</i> ● <i>90% Quarterly internal monitoring of assets and recording</i> ● <i>90 - 95% accuracy of assets information is completely reported and submitted to Finance by due date required (end of FY)</i>
5.3	<p>Leading</p> <ul style="list-style-type: none"> ➤ Communicating ➤ Motivating ➤ Developing 	<ul style="list-style-type: none"> ➤ <i>Internal/External Monthly meetings conducted or attended.</i> ➤ <i>Internal/ External trainings attended</i> ➤ <i>Internal rotation – developing skills in carried of duties</i>
5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Monitoring ➤ Evaluating ➤ Correcting ➤ Reporting 	<ul style="list-style-type: none"> ➤ <i>daily reporting to Account supervisor and weekly activities report submitted</i> ➤ <i>90% proper monitoring of MORC assets</i> ➤ <i>95% proper procurement evaluation procedures</i> ➤ <i>95% immediate attempt to solve any issues raised when performing of duties</i> ➤ <i>90 – 95% accuracy of the information reported and timely submission of reports.</i>

<p>5.5 Technical</p> <p><u>Monitor expenditure estimate</u></p> <ul style="list-style-type: none"> • Monitor and Ensure that the Ministry’s expenditure are according to treasury instructions • Monitor and Ensure spending by each Division are within the approved budget and respective votes • Ensure by checking all vouchers are clear with Treasury for payment • Ensure that each payment meet treasury instructions, procurement policy and within the other financial regulations • Preparation of monthly reconciliation of expenditure are done monthly with Ministry of Finance Sun System • Assist to Monitor and ensure that fund transfers are within the policy given by MOF • Contribute in providing weekly/monthly update on vote balances, monthly, quarterly and annual report on spending to CEO and DCEOs • Monitor the payroll register to ensure the proper recording of all staff salaries and all allowances and entitlements • Contribute in preparation of the MORC expenditure forecast on a monthly basis in consultation with Deputies and report to MOFNP. <p><u>Monitor Revenue Collection</u></p> <ul style="list-style-type: none"> • Contribute in providing daily, weekly, monthly, quarterly and annual reports on revenue collection to HODs. • Ensure Cash attendant and balance with the cashier by end of each working day is proper carried out • Ensure daily pay in is complete and accurate, and deposited to Government Bank Account • Contribute in preparation of monthly and annual revenue forecasts for the Ministry as per approved budget • Assist in providing weekly/monthly reports and annual revenue comparisons as required from time to time by sources of revenue and by months • Assist the Weekly reconciliation of the MORC New Bank account and Report to Finance of all Direct Deposits/online payments made to Ministry from Tax payers – and identify the sources of revenue. <p><u>Monitor payroll</u></p> <ul style="list-style-type: none"> • Proper recording & Ensure the accuracy of payroll register • Inform payroll clerk at Finance on any staff matters ie acting appointments, leave without pay, increment etc. • Reconcile of payroll and register and process tax returns forms 7 monthly, forms 4 and form 8 by end of each financial year • Process payment of Staff monthly Overtime 	<ul style="list-style-type: none"> • <i>95% Adherence to Financial Management Act. and Treasury Instructions</i> • <i>90% accuracy of recording of all MORC expenses to respective expenditure votes and are kept within the approved budget</i> • <i>90 – 95% immediate attempt to solve any differences identified</i> • <i>95% accuracy and timely reporting of vote balance by end of each month to HODs</i> • <i>95% timely submission of FY expenditure forecasting by month to MOF by due date required</i> • <i>95% Adherence to Financial Management Act. Treasury Instructions and related laws, regulations and polices;</i> • <i>90 - 95% accuracy of data & informations and Timely submission of reports by time required</i> • <i>100% accuracy of cash balance and daily paid in of revenue collected to Government Account and proper recording of sources of revenue to each revenue coding</i> • <i>95% timely submission of FY forecasting by month to MOF by due date required</i> • <i>95% timely and immediate attempt to solve any differences identified</i> • <i>95% Adherence to Government financial Management Act and Treasury Instructions; and Public Service Act & regulations; PSC Policy Instructions</i> • <i>95% accuracy of processing of staff salaries and other entitlements allowances</i> • <i>95% accuracy processing of forms 4 & 7, distributed to staff on first week of July - new FY and time submission within 14 days to Tax Division</i>
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	<u>Assist in other taxation duties from time to time as required from supervisors.</u>	<ul style="list-style-type: none"> 90 - 95% accuracy and reporting of any allocated taxation duties required from other supervisors
5.6	and carry out any other duties and responsibilities as directed by the Account supervisor related to the Ministry's account management	<ul style="list-style-type: none"> 95% Timeliness and accuracy of carrying out other tasks as directed
6	Reports Directly to:	< Principal Revenue Officer – Accounts Unit, Corporate Services >
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<p><i>Must have good computer skills</i></p> <p><i>Must also have good communication and interpersonal skills</i></p> <p><i>Must be able to work well in a team environment</i></p> <p><i>Must be able to write reports clearly</i></p>
7.2	Communication and Language Skills:	<p><i>Presents clear, courteous and concise oral and written communication in English and Tongan</i></p> <p><i>Must have good communication skills, and actively share information with appropriate people and checks for understanding</i></p> <p><i>Fluent in both English & Tongan languages.</i></p>
7.3	Integrity/Accountability:	<p><i>Honesty and appropriate disclosure with customers, employees and management</i></p> <p><i>Highly self-motivation and ability to work as a team leader, and to improve their own and team performance,</i></p> <p><i>Well organized, committed and customer oriented.</i></p> <p><i>Ethical conduct at all times</i></p> <p><i>Delivery of good quality work at all times</i></p> <p><i>Ability to think analytically and creatively</i></p> <p><i>Adaptability and willingness to accept and introduce change</i></p> <p><i>Punctual and Committed</i></p>

7.4	Entry Requirements:	<ul style="list-style-type: none"> • Post Graduate Diploma with no experience • Bachelor's degree with at least 2 years' experience in a similar role or at least 3 years' relevant working experience • Diploma Certificate with at least 3 years' experience in a similar role or at least 8 years' relevant working experience <p>Qualifications acceptable for this role must be in Accounting, Finance, Business Studies, Economics, Human Resource Management, Professional Accounting, Law, Media, Education, Information Technology, Information System, Management, Data Analysis, Commerce, Mathematics, or Auditing from a recognised educational institution.</p>
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	<Senior Revenue Officer >	Name: <VACANT> Sign: Date :
8.2	<Principal Revenue Officer >	Name: <'Ana Fifita> Sign: Date :
8.3	<Chief Executive Officer for Revenue>	Name: <Kelemete Vahe> Sign: Date :