

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



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| Job Title: Assistant Accountant Officer | Salary: Band L |
| Report to: Principal Qualification Officer (PQO) | Division: Corporate Service Division (CSD) |
| Hours of work: 8hrs per day | Date of appointment: 3 rd April 2019 |
| Reviewed: July 2020 | Version: 2 |
| Next Review This Job description will be review annually. | |
| Special Conditions: On occasions, there will be a requirement to work outside normal hours to complete urgent tasks. | |

Job Purpose:

The purpose of this position is to prepare all financial transactions and documents for account payable and receivable.

Job Specification

- i. **Professional Attributes**
 - Excellent nature in working as a team– Team work
 - Excellent Planning Skills – Planning
 - Flexible and Approachable - Relationship
 - Fluent in both oral and in writing, both Tongan and English - Communication
 - High standard of skills in servicing client – Client Focus
 - High analytical skills (ability to think analytically) – Work Ethics
 - High problem solving knowledge and skills – Problem Solving

- ii. **Technical Competencies**
 - Computer Literate (able to use excel, word)
 - Ability to comprehend and used basic accounting terminology, codes and formats
 - Skills in posting data and making arithmetic calculations with speed and accuracy

- iii. **Required Qualification and Experiences (minimum)**
 - Diploma in Accounting with three years of work experience in the Account.

Responsibilities

| Key Results Area | Responsibilities | Tasks |
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| 1. Accounts Payable | 1.1 Effective processing of Requisitions for supplies | <ul style="list-style-type: none"> • Receive approved Requisition Form from CEO • Request 3 suppliers for Quotations, if goods or service is above approved threshold. • Send Quotation to Accountant to analyze and recommend quotation for approval. |

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| | | <ul style="list-style-type: none"> • If goods are available in stock, prepare the requested goods and deliver to Head of Division, signed received on the Requisition Form. |
| | 1.2 Processing of purchases | <ul style="list-style-type: none"> • Request for Quotation based approved Requisition Form if amount is over threshold of 2000 • Send Quotation to Accountant to recommend for approval • Prepare purchase order, quoting Quotation number, where necessary, and send to supplier • Pick or receive goods / service delivered from supplier plus purchase order and invoice • Confirm the invoice received agrees with purchase order and Requisition Form (and quotation where necessary) • Liaise with supplier to return goods that are damaged or not shown in the purchase order or incomplete invoice • Record details of goods received in Asset Register • Update Asset Register on a monthly basis • Prepare account payable voucher within five days from date of invoice received – quoting invoice number on payment voucher • Attach all source documents as supporting evidence for payment • Submit payment voucher for checking, verification and preparing of cheque for approval and signatories |
| 2. Cheque disbursement | Efficient disbursement of cheques for payments | <ul style="list-style-type: none"> • Register cheque for delivery, identify recipient, purpose and cheque number on check register book • Register vouchers for delivery on delivery book • Pass deliveries to deliver on scheduled delivery time • Attach receipt to voucher and stamp the invoice 'paid' to avoid double payment. • Check all payment vouchers are correct and |

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| | | <p>complete</p> <ul style="list-style-type: none"> Send the voucher to the Accountant to file securely |
| 3. Staff Payroll | Effective preparation and dispatching of Staff payroll | <ul style="list-style-type: none"> Confirm whether there are any changes to staff salary for the pay period Confirm acting, overtime, deductions and other benefits for the payroll Prepare staff list and bank deposits with correct amounts Prepare staff payment voucher for the correct pay period Attach all relevant support documents to salary payment voucher Submit salary payment voucher for checking, verification and write the cheque Submit for approval and signatures Deposit staff salary to banks and via quick pay, as on pay schedule Prepare payslips and distribute no later than one day after payday |
| 4. Tax Return and Forms | Effective preparation and processing of tax returns | <ul style="list-style-type: none"> Calculate staff PAYE deductions Prepare tax deductions on other benefits Fill the tax return forms required by revenue Check calculations for accuracy, sign and submit to revenue as scheduled |
| 5. Life Insurance | Timely processing of life insurance | <ul style="list-style-type: none"> Receive invoice for staff annual life insurance Prepare Telegraphic Transfer (TT) of life insurance fees Prepare payment voucher for checking and verification and cheque Inform of transfer, request for receipts to file before end of the month |
| 6. Official travels | Effective preparation of travel allowance | <ul style="list-style-type: none"> Check per diem rates for officer on travel Receive approved travel plan for staff on official travel Calculate correct per diem, local or international, for staff member as per travel plan and policies Prepare payment voucher and attach all |

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| | | <p>relevant support document</p> <ul style="list-style-type: none"> • Send voucher to check, verify, write cheque and approved • Check if approval and circulate for signatures |
| 7. Account Receivables | Effective implementation of account receivables | <ul style="list-style-type: none"> • Send invoice to clients for the services of the Board • Receive payments for Board services or reimbursements • Follow up payments weekly after due dates • Inform supervisor if payment is not collected after 30 days |
| 8. Cash Book | Effective handling of cash receipts | <ul style="list-style-type: none"> • Count the cash received from the cashier and both sign off cash register • Register to Cash Book all payments received in cash or by cheque and signed prepared by and approved by senior officer • Deposit cash received on a daily basis • Attach deposit slip butt in the cash book |
| 9. Financial reports | Assists with the preparation of financial reports | <ul style="list-style-type: none"> • Request Bank statement at the very beginning of every month • Follow-up un-presented cheque to the Bank on a monthly basis and report • Daily posting of cash |
| 10. Records management and Ethics | Security of files and accounting records | <ul style="list-style-type: none"> • Keep proper bookkeeping records in accordance with the financial Management Manual and policies. • Financial document to be password protected • Practice honesty and Integrity at all times |
| 11. Planning and Performance Management | Effective planning and reporting of work plans | <ul style="list-style-type: none"> • Prepare and implement an Individual annual work plan based on division's Annual Plan for PMS • Collect evidence for PMS • Prepare a monthly report on activities of the month and progress of individual plan and submit • Complete appraisal form and submit for mid review and end of review |

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| <p>12. Other tasks required by the CEO from time</p> | <p>Assist in any other tasks assigned by the CEO from time to time</p> | <ul style="list-style-type: none"> • Attend all staff meetings • Attend committee meetings • Attend to any urgent work approved by the CEO after hours |
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Declaration:

I hereby acknowledge that I have received and understand my duties and responsibilities.

Name of Employee: Signature:

Date:

Chief Executive Officer: Signature:

Date: