

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Corporate Services Division
Section:	Accounts and Financial Management
Location:	Tongatapu
Position:	Senior Revenue Officer
Position Number:	MORC K-15
Reports to:	Principal Revenue Officer
Band:	K
Salary:	\$26,710 - \$40,064
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	<p>Ministry Profile Statement: 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>Job Purpose:</p> <ul style="list-style-type: none"> To assist the Principal Revenue Officer in all financial management matters including accurate accounting for administrative and revenue purposes and providing financial services to Customs and Inland Revenue
Accountabilities / Outcomes	<ul style="list-style-type: none"> Monitor the payroll register to ensure the proper recording of all staff salaries and all allowances and entitlements Monitor and ensure that the Ministry Revenue Collection is accurate. Monitor and ensure that the Ministry’s expenditure is 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 Preparation of monthly reconciliation of expenditure are done monthly with Ministry of Finance Sun System Contribute in preparation of the MORC procurement plan. 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
Person’s Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> Proficient in developing and managing budgets, forecasting, monitoring and identifying financial risks Strong understanding of accounting principles and ability to analyze financial data and provide insights to support decision making and strategic planning

	<ul style="list-style-type: none"> • Skilled in preparation of payroll, reconciliation and recording of revenue and expenditure and preparing and presenting financial reports • Strong knowledge of relevant finance, accounting and taxation laws, regulations and compliance requirements including procurement guidelines • Understanding of and commitment to continuous improvement and encouraging innovation with a focus on developing and implementing finance systems, policies and procedures to ensure quality work outcomes • Well-developed communication skills including representation, negotiation and relationship management • High level of professionalism, integrity and ethical behavior. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Well-developed management skills • Well-developed customer service skills providing A&FM support, advice and guidance to managers and staff
Minimum Requirement	<p>Mandatory:</p> <ul style="list-style-type: none"> • Post Graduate Diploma with no working 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><u>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.</u></p>
Authorised by (sign and date)	
CEO	<p>Name: Mr. Michael Cokanasiga</p> <p>Signature:</p>
Deputy CEO	<p>Name:</p> <p>Signature:</p>
Senior Assistant Deputy CEO	<p>Name:</p> <p>Signature:</p>
Employee	VACANT