



TONGA DEVELOPMENT BANK

APP ACCOUNTANT, HEAD OFFICE - NUKU'ALOFA

Applications are invited from suitably qualified candidates for the position of ACCOUNTANT at 'Ave Pa'anga Pau (APP), Tonga Development Bank's Subsidiary Head Office – Nuku'alofa. This position reports directly to APP's General Manager.

APP Accountant

Job Purpose : To plan, organise and prepare reports to ALCO, Audit Committee and the TDB Board of Directors. This include preparing Financial reports, Budget and Business Plan as well as managing and organising the administrative function of the Subsidiary. Responsible for preparing and organising the reporting requirements under specific IFRS standards and complete the Balance Sheet reconciliations on a timely basis.

Principal Accountabilities of the post include the following;

1. To maintain & ensure accurate, effective and timely preparation of the Company's management accounts.
2. To coordinate the preparation of the Company's budget so that the annual budgets & forecasts and budget review processes are reasonable and effective & to prepare the Annual Business Plan.
3. To recommend to ACFO on going changes in Accounting Systems, policies and procedures of the Company.
4. To recommend to the management and AGCFO on the investments of surplus funds.
5. To Accurately and effectively prepare daily cash positions emailed to Management before 10 am each day.
6. Managed and organised administrative function of the Subsidiary

Key Skill and Knowledge required: The successful applicants should have excellent attitude to work with drive and motivation, sound judgement, good at managing software tools for planning, organising, follow up, initiative and strategic leadership qualities. Applicant should be energetic to achieving the objectives of the position. Other strong competencies and proven skills required include;

- Management and Leadership Skills
- Technical and professional skills in Accounting and Financial Management.
- Strong mathematical and analytical skills
- Ability to read and analyse financial skills

Qualifications

The minimum qualification is a tertiary qualification in Accounting or Finance or relevant fields with at least 2 years experience in Accounting or related field.

Remuneration: Placed at **Salary Band 5** with salary range (TOP \$37,270p.a to \$55,906p.a) of the TDB Band Structure starting at \$37,270pa. Entry level will be based on experience and qualification.

Benefits: Attractive benefits are also available including staff loans and retirement fund scheme.

Applications: Applicants from other organizations or Government Departments must apply through their Head of their Departments or employers. Applications must be addressed to: Chief Executive Officer, Tonga Development Bank, Fatafehi Road, P.O Box 126, Nuku'alofa. Application forms are available at any of the TDB offices and our website: www.tdb.to. Only shortlisted applicants will be advised and arrange for an interview.

Deadline: Deadline for All applications is Thursday, **31st August 2023, 4pm.**

For further enquiries, contact Human Resource division, Head Office at phone 23-333 extension 221.