



OPPORTUNITY FOR EMPLOYMENT - TONGA DEVELOPMENT BANK
ACCOUNTING OFFICER – OUTER ISLANDS DATA INPUT, APP SUSPENSE, IMMIGRATION SUSPENSE
RECONCILIATION & CUSTOMER SERVICE – HEAD OFFICE, NUKU’ALOFA

Applications are invited from suitably qualified candidates for the position of **Accounting Officer Outer Islands Data Input, APP Suspense, Immigration Suspense, Reconciliation & Customer Service** at the Tonga Development Bank’s, Head Office.

The position of Accounting Officer Outer Islands, Data Input, APP Suspense, Immigration Suspense, Reconciliation & Customer Service - Head Office is responsible for planning, organising and controlling the Outer Island Data Input, Reconciliations of the APP transactions to ensure accuracy of data processing and timely identification of that processing of loans and bank cheques into the system.

The primary role of Accounting Officer – Outer Island, Data Input, APP Suspense, Immigration Suspense Reconciliation and Customer Service include the following;

1. To control Outer Islands data input as when required.
2. Accounting Support provides the following work to TDB and External Customers.
3. Ensure accuracy of data inputting for the two Niua on a daily basis and other Branches as and when required.
4. Ensure APP daily reconciliation for all other markets are done accurately and timely.
5. Ensure customer satisfaction both internal and external.

Principal Accountabilities;

1. Data Input Processing.
2. Daily Updating and reconciliation of the APPs suspense account both New Zealand and Australia.
3. Daily Reconciliation of the All – Immigration Suspense Accounts.
4. Customer Service
5. Providing ongoing relief cover for Loan Disbursement Officer and Teller services for HO (as when required).

Other competencies required for the Accounting Officer – Outer Island, Data Input, APP Suspense, Immigration Suspense Reconciliation and Customer Service include;

- Accuracy and Timeliness
- Data Input
- Good communication skills (both written and spoken)
- Computer (PC) skills
- Good interpersonal relationship at all levels with staff, clients and stakeholders
- Strong drive, motivation and common sense
- Good Teamwork.

Qualifications : A Diploma in Accounting/Business or relevant areas in Finance are desirable.

Remuneration: The post of Accounting Officer – Outer Island, Data Input, APP Suspense, Immigration Suspense Reconciliation and Customer Service is at Band 9 with a salary scale ranging from TOP\$14,775per annum to \$22,162per annum. The entry point will depend on qualification and working experience being brought to the job.

Benefits: Attractive benefits are also available including staff loans, retirement fund scheme and excellent opportunities for advancement.

Applications: Applicants from other organizations or Government Departments and Tongatapu must apply through their Head of Departments or employers. **Applications must be addressed to:** Acting/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 Friday **24th March, 2023, 4pm.**

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