



**OPPORTUNITY FOR EMPLOYMENT - TONGA DEVELOPMENT BANK**  
**ACCOUNTING OFFICER PAYMENT AND OUTPUT CHECKING – HEAD OFFICE, NUKU’ALOFA**

Applications are invited from suitably qualified candidates for the position of **Accounting Officer Payment and Output Checking** at the Tonga Development Bank’s, Head Office.

The position of Accounting Officer Payment and Output Checking - Head Office is responsible for planning, checking, organising and controlling the Payment Function in the Accounting Support Division in order to ensure timely and accurate processing of payments, EFT processing of payrolls (Government and TDB’s) and insurance payments and including processing of the GL Ultracs and Output Checking Outer Islands.

**The primary role of Payment (Accounting Support Division) include the following;**

1. To organise and control payments function of the Bank to ensure accuracy and timely processing.
2. To organise and control insurance payment/processing of the Bank.
3. Ensure customer satisfaction both internal and external.
4. Ongoing – Timeliness of EFT processing of Government Payroll.
5. Ensure payments of PPA to other Banks and PPA for Life to other Insurance Companies.
6. Control and follow up Electronic and Fund Transfer processing of Government Payroll.
7. Ensure payments of PPA to other Banks and PPA for Life to other Insurance Companies.
8. Output Checking of all Outer Islands daily receipts and cheques on daily reports
9. Money Transfer to and from Outer Islands are effectively carried out.’

**Principal Accountabilities;**

1. Expense & Capital expenditure payment processing.
2. Insurance Payment/Processing .
3. Electronic Fund Transfer Processing
4. Customer Service
5. Outer Islands Output Checking
6. GL Accounts Reconciliation

**Other competencies required for the Teller include;**

- Basic cash handling and balancing skills
- Data Input
- Achievement orientation
- 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 Payment and Output Checking 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](http://www.tdb.to). Only shortlisted applicants will be advised and arrange for an interview.

**Deadline :** Deadline for All applications is Friday **17<sup>th</sup> March, 2023, 4pm.**

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