



**OPPORTUNITY FOR EMPLOYMENT - TONGA DEVELOPMENT BANK**  
**DIGITAL FINANCE OFFICER – HEAD OFFICE, NUKU’ALOFA**

Applications are invited from suitably qualified candidates for the position of **Digital Finance Officer** at the Tonga Development Bank’s, Head Office.

The position of Digital Finance Officer - Head Office will be responsible for;

- To support the planning, design, implementation, management and continuous enhancement of financial solutions regarding TDB digital services

**Primary role of the Digital Finance Officer includes :**

**1. Customer service**

- Ensure good customer service standards are upheld at all times and good relationship maintained with Senior Management, Staff and customers ie Accuracy information, timeliness of service delivery.
- Able to offer alternative financial solutions where appropriate with the objectives of retaining customers and clients business.
- Communicate and advise customers regarding any issues relating to their accounts as a result of using our digital services.

**2. Business Management**

- Conduct reconciliations on a regular basis as required.
- Communicate recurring or serious issues to Manager Digital Banking, CFO & CEO.
- Ensuring that relevant fees are correctly charged

**3. Cash Transfer**

- Cash transfer and top up between Offices and ATMs;
- Arrange for proper security according to policy

**4. Compliance to Policy & Procedures**

- Compliance with the Bank’s policies and procedures relative to cash handling, reconciliations, record keeping and computer safety policies.

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

**Remuneration:** The post of Digital Finance Officer is at Band 8 with a salary scale ranging from TOP\$21,722 to \$32,583per 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 21 **March 2025, 4pm.**

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