



TONGA DEVELOPMENT BANK

ACCOUNTING OFFICER INTERBANK CLEARING SUPERVISOR, 'EUA BRANCH OFFICE

Applications are invited from suitably qualified candidates for the position of Accounting Officer, Interbank Clearing Supervisor at 'Eua Branch Office. We need 1 incumbents immediately.

The Accounting Officer Interbank Clearing Supervisor is accountable for supervising and controlling the Tellers and the Accounts & Finance Division at 'Eua Branch including Interbank Clearance.

Key Skill and Knowledge required:

1. Supervising the Accounting Department and providing support to Cashiers
2. Inter Bank Clearance
3. Check and ensure that end of day transaction is accurate and balance
4. On line processing of Branch Delivery System
5. Ensure preparation of DN/CN of all Loans, Suspension, Cheque Payment are correct and timely.
6. Control of cash level (floats) to cashiers and security of all cash on hand
7. Ensure all required Narration for loading is strictly followed
8. Checking and loading Reimbursement
9. Ensure registering of all government pay ins on a daily basis
10. Ensure that daily BDS is received at HO on a daily basis
11. Report to Branch Manager 'Eua any discrepancies
12. Customer Service
13. People Management

Remuneration: Accounting Officer Interbank Clearing Supervisor is at Band 9 starting at TOP\$17,878 to \$26,817 per 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 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 **Friday, 27th June 2025, 4pm.**

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