



TONGA DEVELOPMENT BANK

ACCOUNTING OFFICER – OUTER ISLANDS DATA INPUT, APP SUSPENSE, IMMIGRATION SUSPENSE & CUSTOMER SERVICE

Applications are invited from suitably qualified candidates for the position of Accounting Officer – Outer Islands Data Input, APP Suspense, Immigration Suspense & Customer Service. We need 1 staff member immediately.

The Accounting Officer Outer Islands, Data Input, APP Suspense, Immigration Suspense & Customer Service is accountable for Outer Islands data input and ensuring accuracy of data processing and timely processing of loans and bank cheques into the system.

Key Skill and Knowledge required:

1. Data Input Processing
 - Timely and accurate processing of Vava'u, Haapai, 'Eua and other Branches BDS, loan approvals, loan variation and adjustments
 - Ensuring effective planning and oversight of data input for the Vavau, Haapai, Eua and other Branches when they are unable to perform it online.
 - Ensure timely attention and action by effectively following up on outstanding matters and requests from Outer Islands.
2. Daily reconciliation of the all –immigration suspense accounts
 - Ensure accurate and prompt recording and processing of all transactions in the immigration suspense account \
 - Accurately managed and resolve all outstanding items in the immigration suspense account.
 - Identify and review all pending transactions with the relevant officers before processing any adjustments
 - Monitor and follow up on all pending bank cheques/transactions with receiving branches to guarantee clearance within 30 days.
3. Customer Service
 - Respond to internal requests for corrections and adjustments identified during output checks
 - Provide relief coverage across activities such as HO disbursement, HDO/HFO Tellers, Savings, Data Input, and Payment Officer during peak times.
4. Providing ongoing relief cover for Loan Disbursement Officer and Teller services for HO (as when required)

Remuneration: Accounting Officer Outer Islands data input, APP Suspense, Immigration Suspense & Customer Service 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, 19 September 2025, 4pm.**

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

