

Government of Tuvalu – Job Description



Position Title:	Executive Officer	
Band and Salary:	S1-S3	\$10,887 to \$15,447
Ministry and Department:	Allocated	Allocated
Location:	Allocated	
Reports to:	Secretary	

JOB PURPOSE:

The Executive Officer is responsible for coordinating and processing all financial services for the assigned ministry or department. This role involves ensuring accurate and timely financial transactions, maintaining financial records, and supporting the overall financial operations.

KEY RESPONSIBILITIES:

1. Transaction processing
2. Record Keeping
3. Compliance
4. Support Services
5. Other duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Process invoices, receipts, and reimbursements in a timely and accurate manner.
- 1.2 Handle payroll processing for department personnel.
- 1.3 Reconcile accounts and manage petty cash funds.

- 2.1 Maintain accurate financial records and documentation.
- 2.2 Ensure all financial data is entered correctly into the accounting system.
- 2.3 Assist in the preparation and maintenance of financial reports and statements.

- 3.1 Ensure compliance with financial policies and procedures.
- 3.2 Assist with internal and external audits by providing necessary documentation and information.

- 4.1 Provide financial support and guidance to department staff.
- 4.2 Assist with the training of personnel on financial procedures and systems.
- 4.3 Act as a liaison between the department and the central finance office.

Government of Tuvalu – Job Description

- 5.1 Assist with financial planning and budgeting processes.
- 5.2 Participate in special projects and initiatives as required.
- 5.3 Perform additional administrative and financial tasks as needed.

MANDATORY REQUIREMENTS:

Qualification & Experience:

Certificate in Accounting, Finance, Business Administration, or a related field with Previous experience in financial management, accounting, or a related field.

Skills & Knowledge:

Strong knowledge of accounting principles and financial management practices.
Proficiency in accounting software and Microsoft Office Suite, especially Excel.
Excellent analytical and problem-solving skills.
Strong organizational and time management abilities.
Effective communication and interpersonal skills.

Personal Attributes:

High level of integrity and ethical standards.
Detail-oriented and accurate.
Ability to work independently and as part of a team.
Adaptable and able to manage multiple tasks simultaneously.

Occasional overtime may be required during peak periods or to meet deadlines.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.