

# Tuvalu Government – Job Description



<b>Position Title:</b>	<b>A/P Team Leader</b>	
<b>Level and Salary (P/L):</b>	<b>T1 - T3</b>	<b>\$15,448 - \$29,287</b>
<b>Ministry and Department:</b>	<b>Ministry of Finance and Economic Development</b>	<b>Treasury</b>
<b>Location:</b>	<b>Funafuti</b>	
<b>Reports to:</b>	<b>Government Accountant</b>	

## **JOB PURPOSE:**

Lead the AP and AR Teams to ensure all transactions are processed and balances are managed. Support the Office and Administration Team Manager to keep the government bank account reconciliations up-to-date

## **KEY RESPONSIBILITIES:**

1. Participation and Providing Leadership within the Office and Administration Team
2. Accounts Payable and Accounts Receivable Transaction processing
3. Financial Advice for Departments
4. Daily Bank Reconciliations
5. Manage Cash at Bank, Accounts Receivable and Accounts Payable Balances
6. Processes and Controls

## **MAIN DUTIES AND OUTCOMES:**

- 1.1 Support the Manager to prepare and monitor the work plan of the O& A Team by 31 October each year
- 1.2 Attend and participate in weekly O&A team meetings to review current priorities, progress status and identify any outstanding issues
- 1.3 Lead and monitor Staff workloads and review staff utilization
- 1.4 Oversee that cashier functions are maintained to required working hours and at a satisfactory level to ensure the Public receive appropriate customer service
  
- 2.1 Lead the account clerks to ensure that all transactions (Invoices/PVs/Receipts/etc) are processed within agreed timeframes by the Administration team (e.g. 24hrs for PVs and Invoices).

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- 2.2 Check that all Treasury processed records are maintained effectively, with all transactions returned to file room or folders by COB each day
- 2.3 Manage subsidiary ledger records for debtors/creditors and debtors/creditors clearing accounts, ensuring that statements of accounts are rendered on a timely basis.
- 2.4 To follow up of delinquent balances and that debtors ledger balance is maintained as low as possible
- 2.5 Prepare monthly Balance Sheet reconciliations for AP and AR GL accounts to the Team Manager by the 15<sup>th</sup> of the following month
- 3.1 Provide expert financial and management advice to Departments and Public Enterprises as required
- 3.2 Advise departments of Administration Team opening and closing hours, and of any changes in normal operations
- 4.1 Support the Manager to ensure bank reconciliations for all Government accounts are undertaken on a daily basis.
- 4.2 Ensure the Administration Team satisfactorily follow up and identify any outstanding bank reconciliation items by close of business each day
- 4.3 Ensure any clearing account balances are recorded and cleared by the end of each month
- 5.1 Maintain oversight and understanding of Government working cash balance as well as AP and AR balances and amounts outstanding
- 5.2 Provide advice to the Government Accountant to minimize payment of overdraft interest, and also maximize earning from investing funds in CIF
- 6.1 Ensure that the O & A Team maintains processes, systems, and controls that ensure that Government funds are protected and operations are conducted in an efficient, transparent, and accountable manner
- 6.2 Prepare documentation of Administration Team processes, and ensure that documentation is up to date and available
- 6.3 Ensure that the limits set through Departmental budgets, supplementary, Warrants and Virements are not exceeded through the maintenance of a robust payments control process

### **MANDATORY REQUIREMENTS.**

Diploma level qualifications in accounting, economics, commerce or suitable on the job experience in a similar discipline

At least five years working experience preferable with a knowledge in Accounts Receivable and Accounts Payable processes.

### **DESIRABLE REQUIREMENTS:**

Ability to understand and evaluate government administration functions; and Computer literate

Good written and oral communication skills (Tuvaluan and English)

Good interpersonal skills

High-level attention to detail and accuracy

Excellent excel spreadsheet and computer skills