

Government of Tuvalu – Job Description



Position Title:	Account Clerk	
Level and Salary:	S1 - S3	\$10,887 to \$15,447
Ministry and Department:	Finance and Economic Development	Treasury
Location:	Funafuti	
Reports to:	Government Accountant	

JOB PURPOSE:

Check and assess all incoming payments from line Ministries to ensure accuracy and compliance with government financial policies.

KEY RESPONSIBILITIES:

1. Check and assess payments from ministry before final approval.
2. Undertake cashier function when required.
3. Manage government expenditures to avoid overspending.

MAIN DUTIES AND OUTCOMES:

- 1.1 Manage and control government spending.
- 1.2 Undertake daily reconciliation of income and expenditure heads.
- 1.3 Assist and provide financial advice to HEO and EO.
- 1.4 Issue purchase order on every purchase made.
- 2.1 Ensure accuracy on all submitted payments.
- 2.2 Thoroughly check every payment to ensure supporting documents are properly attached.
- 2.3 Issue manual cheque for payment runs.
- 3.1 Ensure timely processing of payments to avoid customer complaining.
- 3.2 Provide prompt feedbacks to line ministries shall an issue is identified in their payment submission.
- 3.3 Ensure payments are remit within the schedule timeframe.

MANDATORY REQUIREMENTS:

Certificate in Commerce in Accounting, Finance or Economics; with 3 years working experience in an accounting and finance environment.

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DESIRABLE REQUIREMENTS:

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
Ability to liaise with a range of stakeholders
Sound time management skills

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 check list.

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.