

Tuvalu Government – Job Description



Position Title:	Financial Accountant (FMIS)	
Level and Salary (P/L):	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Finance	Treasury
Location:	Government Building, Funafuti	
Reports to:	Government Accountant	

JOB PURPOSE: (a short 1-2 line summary of the job)

Assists the Financial Reporting Team Manager in maintain the Financial Management Information System (FMIS) and oversee its full utilization tailored to Tuvalu Government finance requirements in accordance with the Public Finance Act. Provide trainings and support in relation to technical accounting to the Treasury team.

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Manage the FMIS (TechOne)
2. Ensure the FMIS is fully utilized and capture all Government financial means.
3. Ensure that FMIS is well utilized by line Ministries.
4. Provide trainings and supports when required.
5. Participate in any activities in the Financial Reporting Team.
6. Manage the Chart of Account

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)

- 1.1 Maintain the FMIS network.
- 1.2 Ensure that daily back up of FMIS data is well maintain and safe.

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- 2.1 Understand the FMIS well and ensure its full utilization is tailored to capture all Tuvalu Government finances.
- 3.1 Ensure the installations of FMIS to line Ministries to be well maintained and accessible at all time.
- 4.1 Provide technical supports and trainings in the full utilization of the FMIS to Treasury and line Ministries when required.
- 5.1 Assists in the preparation of Treasury's monthly reports.
- 5.2 Assists in the compilation of Tuvalu Whole of Government annual financial statements.
- 5.3 Represent the Department as required at domestic and international meetings and conferences related to FMIS.

MANDATORY REQUIREMENTS:

At least a Diploma qualification in Information System and Accounting, Economics or Commerce with three years of working experience

DESIRABLE REQUIREMENTS:

- 5-10 years suitable accounting experience
- Ability to identify and implement improvements to the Accounting policies and Financial Management policies.
- Good written and oral communication skills both in Tuvaluan and English
- Ability to bring new ideas to improve our work and achieve the team outcomes.
- High-level attention to detail and accuracy
- Excellent knowledge in using account software