

Tuvalu Government – Job Description



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

JOB PURPOSE:

Manage and oversee all the Accounts Receivable (AR) and Accounts Payable (AP) administration activities of the department and ensure that government bank account reconciliations are up-to-date.

KEY RESPONSIBILITIES:

1. Manage performance and daily activities of the Office and Administration Team.
2. Manage AP and AR transaction processing.
3. Manage daily bank reconciliation.
4. Manage cash at bank, AR and AP balances.

MAIN DUTIES AND OUTCOMES:

- 1.1 Develop and monitor the annual work plan of the Administration Team.
- 1.2 Conduct weekly meetings to monitor staff workloads and review staff utilization.
- 1.3 Oversee the cashier functions of the Treasury to ensure the general public receive efficient and effective customer service during opening hours.

- 2.1 Ensure that all transactions (Invoices/PVs/Receipts/etc) are processed within agreed timeframes by the Administration team (e.g. 24hrs for PVs and Invoices).
- 2.2 Ensure that the Administration Team maintains processes, systems, and controls that guarantee Government funds are protected and operations are conducted in an efficient, transparent, and accountable manner.
- 2.3 Provide financial advice to various departments in ensuring that the limits set through Departmental budgets, Supplementary, Warrants and Virements are not exceeded through the maintenance of a robust payment control process.

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- 2.4 Review subsidiary ledger records for debtors/creditors and debtors/creditors clearing accounts, ensuring that statements of accounts are rendered on a timely basis.
- 2.5 Ensure there is an effective follow up of delinquent balances and that debtors ledger balance is maintained as low as possible.
- 2.6 Provide monthly signed off Balance Sheet reconciliations for AP and AR GL accounts to the Government Accountant by the agreed timeframes.
- 2.7 Ensure filing of all Treasury processed records are maintained effectively, with all transactions returned to file room or folders by closing of business hours each day.

- 3.1 Ensure bank reconciliations for all Government accounts are undertaken on a daily basis (Tuvalu General Accounts and Tuvalu Development Account).
- 3.2 Provide on a daily basis a signed report to the Government Accountant of any outstanding bank reconciliation items by midday each following day.
- 3.3 Ensure the Administration Team satisfactorily follow up and identify any outstanding bank reconciliation items by close of business each day.

- 4.1 Maintain oversight and understanding of Government working cash balance as well as AP and AR balances and amounts outstanding.
- 4.2 Provide advice to the Government Accountant on the overdraft and investing funds in CIF.

MANDATORY REQUIREMENTS:

Diploma in Accounting, Economics, Commerce and any acceptable qualification to the panel AND five years of work experience.

Degree in Accounting, Economics, Commerce and three years of work experience.

DESIRABLE REQUIREMENTS:

Ability to understand, evaluate and devise strategies to address accounts payable and receivable issues

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