

Tonga Statistics Department

Statistical Innovation and Capacity Building in Tonga (SICBT) Project

This Terms of Reference is for the Accounting Officer for the SICBT Project Management Unit (PMU).

Assignment:	Accounting Officer
Employer:	Tonga Statistics Department (TSD), Kingdom of Tonga
Location:	Nuku'alofa, Tonga
Duration:	Fulltime position for 2 years (with 6 months probationary period) with further extension based on need and satisfactory performance
Expected Start Date:	May 2022

1 Background

The Tonga Statistics Department (TSD)

The Tonga Statistics Department is under the leadership of the Government Statistician who in turn answers to the Minister responsible for Statistics. It is the mandated provider of official statistics for Tonga and operates under the Tonga Statistics Act 2015. TSD is the main stakeholder in the implementation of the National Strategy for the Development of Statistics (NSDS) 2019-2023. The NSDS is a five-year strategy on empowering the National Statistical System (NSS) in-order to gather timely quality data for informed decision and policy-making.

TSD's role as the national provider of official statistics enables the department to collect data via national censuses and surveys, but to provide advice and technical support to others on their own data collection, and data analysis when requested.

Statistical Innovation and Capacity Building in Tonga project

The *Statistical Innovation and Capacity Building in Tonga* project is part of an IDA Regional Program that seeks to address the considerable challenges of data deprivation and low quality of statistics in the Pacific region. Tonga and Kiribati are initiating the Regional IDA program¹ with additional countries joining later.

The project is to be implemented over a five-year period commencing in 2020. It's overall development objective is to *improve the quality of welfare data collection and accessibility to comparable welfare data in Tonga*

Within the project are the components:

Component 1: Innovation and capacity building in data collection

The project will support innovations and capacity building in data collection for: both the 2020/21 and 2024/25 Household Income & Expenditure Surveys (HIES), for economic statistics, and to improve early warning systems for natural disasters.

1 While there are linkages between the two country's projects, they are implemented and administered as stand-alone projects.

Component 2: Institutional strengthening

The project will support activities such as analytical trainings and data research dissemination to strengthen the institutional and technical capacities of the TSD to improve the enabling environment for data collection in Tonga.

Component 3: Implementation support

The project will finance the operational and technical assistance of the TSD on project management and implementation.

It is in this regard that the Tonga Statistics Department have been recruited a full-time project coordinator and is hiring a full-time Accounting Officer to support TSD on processing of accounting for the SICBT project.

2 Objectives of the assignment

The objective of this assignment is to implement the Financial Management (FM) arrangements for the SICBT project under management of the Project Coordinator (PC) and the guidance of the Central Services Unit Financial Management Specialist (CSU FMS).

3 Scope of Services

The duties and responsibilities of the Accounting Officer for the SICBT project include:

- a. Process accurately and promptly all accounting transactions including payroll, operating expenses, travel, consultant payments, vendor payments, charge backs and other office running expenses.
- b. Maintain reconciled accounts at any given point in time for the PMU.
- c. Keep relevant documents and invoices systematically to fully support the accounts.
- d. Perform monthly bank account reconciliation and reviews of cash flow and replenishment for the PMU.
- e. Complete timely payments and resolve accounting related issues of the project.
- f. Prepare:
 - i. Support the Project Coordinator with planning aspects and preparation of the annual work program and budget
 - ii. Preparation of Interim Financial Reports (IFR)
 - iii. Preparation of the Withdrawal Application on the WB Client Connection online.
 - iv. Preparation of the annual financial statements.
 - v. Coordinate project audit by external auditors, as well as internal auditors.
- g. Ensure that internal control procedures as set out in the Project Operations Manual and Tonga Government regulations are adhered to, and report any breaches or concerns to the Project Coordinator and/or the Government Statistician (GS).
- h. Issue receipts/acknowledgements for funds received from the World Bank (WB).
- i. Input all orders and vouchers into the Finance Sun system.
- j. Preparing vote reconciliations on a monthly basis.
- k. Support the preparation and update of the project Fixed Asset Register (FAR) and Contracts/Commitments Register.

- l. Ensure proper records and filling of the project's financial management and accounting documents.
- m. Provide necessary financial data regarding the SICBT project when required.
- n. Perform any other related tasks as may be required by the PC and GS

4 *Institutional and Organization Arrangement*

The Accounting Officer will be hired by Tonga Statistics Department (TSD), where office space and facilities will be provided. The Accounting Officer will report to the Project Coordinator (PC) of the PMU. The Accounting Officer is required to follow TSD standard working hours, and depending on business needs, may be requested to work extended hours.

5 *Selection Criteria*

5.1 *Academic Background and Relevant Experience*

- a. Minimum qualification is a Diploma in Accounting.
- b. At least 3 years broad experience in accounting including evidence of similar work in Government or Private Sector
- c. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate issues identified.

5.2 *Competencies*

- a. Good analytical skills.
- b. Good computer skills and well versed with user-friendly application such as Microsoft Office (Word, Excel, Access, PowerPoint)
- c. Previous experience involving accounting and business management is desirable.
- d. Good communication skills. Fluent in both Tongan and English languages (written and spoken).
- e. Must have good public relation and networking skills.
- f. Ability to travel and work after hours would be an advantage.
- g. Experience working with an accounting software is desirable.

5.3 *Personal Aptitudes*

- a. Good worker and positive attitude.
- b. Highly motivated.
- c. Well organized and hardworking.
- d. Honesty and integrity.
- e. Highly proactive.
- f. Must be committed to duties allocated, efficiently and effectively.

6 Selection Method

The consultant will be selected through the “Individual Consultant Selection method” in accordance with the World Bank Procurement Regulations for IPF Borrowers (Procurement Regulations) of November 2020.

Scoring

CVs of eligible candidates that meet the minimum requirements will be scored according to the following criteria:

Criteria	Maximum score
1. General qualifications (general education, training, and experience)	20
2. Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments)	60
3. Competences and other personal aptitudes/skills (fluency in both Tongan and English languages and demonstrated ability to be able to write succinct reports which clearly articulate issues identified, good computer skills and well versed with user-friendly application such as Microsoft Office -Word, Excel, Access, PowerPoint, analytical skills, experience working with an accounting software is desirable, honesty and integrity, etc.)	20

7 Reporting Obligations

Reports [Outcomes/Deliverables with timelines]

Under the supervision of the Project Coordinator, the Accounting Officer is responsible to support the TSD and PMUs in timely completion of the following outputs

Output	Timeline
Prepare the Project Budget	On commencement
Make sure all payment are through the MOF process effectively	On commencement
Preparation of the Project Withdrawal Applications	On a quarterly basis
Prepare project information and vouchers for the project audits and assist auditors	As per Audit
Project vote reconciliation	Monthly
Prepare and update Project Asset Register	Monthly
Prepare salary and tax payment of project staff	Monthly
Prepare Project Bank reconciliation	Monthly
Monthly financial reporting to PC, TSD, and CSU FMS	Monthly
Prepare the project’s IFRs and annual financial reports	Six-monthly and annually
Prepare the project’s annual financial statements for audit	Annually
Contribute to Annual workplan and budgeting	Annually