

## Assignment Description

### Government Accounts Adviser

Employer	Ministry of Finance and Economic Planning
Location:	Funafuti, Tuvalu
Background	<p>This assignment is aligned with the Government of Australia's Partnership for Development agreement with the Government of Tuvalu.</p> <p>Prime Minister Rudd and Prime Minister Ielemia signed the Tuvalu–Australia Partnership for Development agreement at the Pacific Islands Forum in Cairns on 6 August 2009. The Partnership establishes a shared vision to work together in close cooperation to meet common challenges and to raise the standard of living for the people of Tuvalu.</p> <p>In particular, this Partnership for Development seeks to advance Tuvalu's development vision as articulated in Te Kakeega II: National Strategy for Sustainable Development 2005 – 2015 (TKII), and make progress towards the Millennium Development Goals (MDGs) by 2015.</p> <p>Tuvalu and Australia have agreed that the Partnership for Development should initially focus on prudent management of limited financial resources to both achieve TKII priorities and support Tuvalu's longer-term economic prospects.</p> <p>Under the Partnership for Development agreement, the Governments of Tuvalu and Australia have jointly committed to achieving the priority outcome of supporting long term economic prospects through the prudent management of Tuvalu's limited resources.</p>
Assignment objective(s)	<ul style="list-style-type: none"> <li>Oversee whole of government Treasury work, to ensure capacity building and sustainability of skills and on going effectiveness of Treasury.</li> <li>Assist local officers with their work in terms of teaching and guiding them to achieve Treasury goals and mandates.</li> <li>Enhance, impart and instil the required knowledge, skills and confidence on local officers</li> </ul>
Length of assignment:	The assignment will commence as soon as possible for a two year commitment.
Reports to:	Secretary of Finance and Economic Planning

<p><b>Duties and responsibilities:</b></p>	<p>Work with the Government Accountant to:</p> <ul style="list-style-type: none"> <li>• Oversee the work of the Treasury Department and the development of staff capacity;</li> <li>• Establish practices to ensure Public Finance Management (PFM) in Tuvalu aligns with the Public Finance Act and Financial Instructions (including participating in the Government review of the PFM Legal Framework)</li> <li>• Establish an improved accounting framework;</li> <li>• Compile and finalise annual financial statement in accordance with Generally Accepted Accounting Principles (GAAP) within 6 months after the end of the financial year as required;</li> <li>• Establish better linkages with the Planning and Budget Department (PBD) for PFM purposes;</li> <li>• Establish better links between Treasury and Audit for auditing purposes;</li> <li>• Facilitate or lead training on the ACCPAC system;</li> <li>• Collaborate with the Planning and Budget Department and the Audit Office to help implement the Regional Roadmap on PFM and address PEFA findings;</li> <li>• Co-ordinate staff tasks during audit time (May-July)</li> <li>• Establish better links between Treasury and line Ministries of the Government of Tuvalu to better monitor the execution of the national budget</li> <li>• Consolidate and expand the Government's Financial Management Information System (FMIS-ACCPAC) and report progress and outcomes to MFED, the NZ Aid Programme and AusAID;</li> <li>• Provide sound financial advice to the Minister, Secretary, ministries and Cabinet as required;</li> <li>• Co-ordinate the incorporation of government asset register into the existing ACCPAC system; and</li> <li>• Lead the establishment of a centralised debt register</li> <li>• Carry out other duties as requested.</li> </ul> <p>Work with the Government Accountant and Treasury staff to:</p> <ul style="list-style-type: none"> <li>• Produce monthly cash flow statements with actuals and projections for the current fiscal year;</li> <li>• In collaboration with the Planning and Budget Department prepare cash flow projections for upcoming financial year;</li> <li>• Compile Aid Management financials statements for auditing purposes;</li> <li>• Provision of monthly reports on Government financial performance against budgeted targets and of government liquidity position;</li> <li>• Establish a more robust system or reconciliation of cash and bank balances;</li> <li>• Provide on the job training and refresher training courses to Executive Officers and Higher Executive Officers;</li> <li>• Responsible for ensuring a complete, accurate and current asset register is available;</li> <li>• Provision of asset statement valuations, amortisation and disposal for auditor during audit periods; and</li> <li>• Reviewing asset stock take schedules with the Asset Manager.</li> </ul>
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	<p>Provide a report to AusAID and NZ Aid Programme through Australian Volunteers International detailing the work plan approximately 8 weeks after commencing in the position;</p> <p>Provide 6 monthly reports to AusAID and NZ Aid programme through Australian Volunteers International in implementation of the above.</p>
<b>Selection Criteria</b>	<p><b>Qualifications</b></p> <p><b>Essential</b></p> <p>Qualification in Accounting with CPA registration</p> <p>Minimum 10 year experience in Government accounting environment</p> <p>Demonstrated experience with computerized Financial Management Information systems (FMIS) in a Government environment</p> <p>Demonstrated experience and success in supporting and implementing change in a Government accounting environment</p> <p>Demonstrated experience and success in the development and implementation of formal and on the job training including the development of relevant procedures and manuals.</p> <p>Knowledge of Sage ACCPAC FMIS is desirable</p> <p>Experience in dealing with transition from cash to accrual accounting is desirable</p> <p>Previous experience living and working in a developing country (particularly in the Pacific or small island states) is desirable but not essential.</p> <p><b>Personal attributes</b></p> <p>High level interpersonal, leadership, representation and communication skills;</p> <p>Commitment to team work, coaching and mentoring other people;</p> <p>Ability to cope with cultural isolation and a standard of living that may be different;</p> <p>Patience, tolerance and flexibility;</p> <p>The ability to live and work in a new cultural setting;</p> <p>A preparedness to work with limited resources within a challenging environment.</p>
<b>Remuneration:</b>	<ul style="list-style-type: none"> <li>• The Government of Tuvalu will provide a local salary of AUS\$15,269 per annum.</li> <li>• A supplementary allowance of AUD\$138,000 per annum will be provided to the employee by AusAID via Australian Volunteers International;</li> </ul>

	<ul style="list-style-type: none"> <li>• The employee and accompanying dependents where applicable, will be provided with airfares at the commencement and completion of the placement, plus basic travel insurance and emergency evacuation insurance will be provided for accompanying dependents;</li> <li>• An additional allowance of AUD\$7,800 per annum for each dependent child.</li> <li>• An establishment allowance of at least AUD\$7,200* will be provided to assist with pre-departure medical, vaccinations, relocation costs, passport fees and costs of setting up in-country;</li> <li>• A return allowance of at least AUD\$2,400* to assist with the return transportation of goods to home and return medical/s will also be provided;</li> <li>• Assignment support allowance of AUD \$5000. (Subject to approval granted in country)</li> </ul> <p>*Allowance will vary depending on whether employees are single or accompanied.</p>
<b>Accommodation and utilities</b>	<ul style="list-style-type: none"> <li>• The employee will receive an Accommodation Allowance of AUD\$14,400 per annum, provided to the employee by AusAID via Australian Volunteers International</li> <li>• Utilities (gas, electricity, water and telephone) are at the expense of the employee.</li> </ul>
<b>Work hours/days</b>	<p>Official work hours are 40 hours per week</p> <p>Sick leave provision for Government of Tuvalu employees is 10 days per annum</p> <p>Annual leave provision for Government of Tuvalu employees is 30 days per annum.</p> <p>In addition, Tuvalu observes a number of public holidays.</p>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>• Employees and any accompanying dependents will take part in a pre-departure briefing run by Australian Volunteers International in Melbourne; <ul style="list-style-type: none"> <li>• Additional support will be given to the employee by Australian Volunteers International's Melbourne based PACTAM Project coordinator for Tuvalu. Apart from communications via letter, email, telephone and fax, the PACTAM Project coordinator will meet at least once with the employee in country;</li> <li>• Confirmation of appointment is subject to: <ul style="list-style-type: none"> <li>➢ <i>Formal approval from AusAID and the employer;</i></li> <li>➢ <i>Procurement of visa and work permits;</i></li> <li>➢ <i>A satisfactory medical examination for the applicant and accompanying dependants;</i></li> <li>➢ <i>A satisfactory criminal record check by the Australian Federal Police for the applicant and all accompanying adults;</i></li> </ul> </li> <li>• Professional Indemnity insurance will be discussed at interview.</li> </ul> </li> </ul>

<b>Background</b>	<ul style="list-style-type: none"> <li>• Australian Volunteers International is an Australian based non-government aid agency primarily involved with the provision of technical assistance to developing countries.</li> <li>• The Government of Tuvalu has asked for assistance in recruiting and supporting the above position through the Pacific Technical Assistance Mechanism (PACTAM).</li> <li>• PACTAM is funded by the Government of Australia through its official Aid Agency, AusAID, and is managed by Australian Volunteers International.</li> <li>• PACTAM places skilled personnel to work with Host Organisations within the Pacific Region to assist in meeting their human resources needs, and to respond to emerging development needs.</li> </ul>
<b>Applications</b>	<p>This assignment description contains information AVI has obtained from the employer at this point of time and is subject to change.</p> <p>Applications are preferred via our on-line application form. If you are applying by email, please type the position number in the subject line of your message.</p> <p>In your cover letter, <b>please address the selection criteria outlined in the assignment description.</b> A current curriculum vitae, including the names and contact details of one personal and two professional referees and copies of your formal qualifications should also be attached. Referees will not be contacted without prior consent.</p> <p>Posted applications should be addressed to:-    Recruitment Services    Australian Volunteers International    PO Box 350    Fitzroy VIC 3065    Fax: (03) 9419 0976    E-mail: <a href="mailto:recruit@australianvolunteers.com">recruit@australianvolunteers.com</a></p> <p>Australian Volunteers International is strongly committed to protecting the rights of children. We adhere to laws in Australia and foreign countries regarding child exploitation and support Childwise and ECPAT International.</p>