



Job Description
Finance & Commercial Services Department
Senior Finance Officer

Position: Senior Finance Officer
Department: Finance & Commercial Services
Division: Finance Division
Salary: GR7/1/GR 7/10 -\$34,438/\$42,835 pa max
Term: Contract 3 years

Description

The Senior Finance Officer reports directly to the Manager of the Finance & Commercial Services Department through the Principal Finance Officer

Duties and Responsibilities

1. Responsible for performing the first check on payment vouchers and supporting documents prepared by the Accounts Clerk- Payable.
2. Ensure that the coding of payment of vouchers is correct.
3. Responsible for checking payroll report for accuracy and completeness.
4. Ensure to check the correctness of Purchase Order and Internal Requisition.
5. Conduct counts of inventory and fixed asset to ensure that they are matched to the general ledger.
6. Ensure monthly reports regarding cash receipts, payroll, inventory and fixed assets are correct.
7. Review the codes on the payment to ensure the correct account codes are used.
8. Work with commercial section to follow up on overdue accounts.
9. Responsible for preparing VAGST Returns.
10. Supervise the work of Accounts Clerk- Payable and Accounts Clerk- Payroll.
11. Responsible for performing monthly reconciliation of payroll, inventory and fixed assets.
12. Ensure all outstanding Purchase Orders are followed up.
13. Assist in the preparation of Monthly Financial Reports for Management.
14. Any other duties as allocated and agreed to by Manager Finance & Commercial and Principal Finance Officer.

SELECTION CRITERIA

1. Relevant University Degree in Finance or Commerce or related field from a recognized institution.
Essential
2. Successfully completed at least three (3) years of relevant work experience. ***Essential***
3. Demonstrated ability to write reports and to communicate effectively both oral and writing in Samoan and English language. ***Essential***
4. Proficiency in Microsoft applications and in accounting database systems. ***Essential***
5. Demonstrated good presentation, facilitation, interpersonal and public relation skills. ***Essential***
6. Demonstrated knowledge and understanding of SOE processes, SAA accounting policies, procedures and reporting. ***Highly Desirable***
7. Honest, reliable, and a commitment to work in a team completing assigned tasks in timely manner.
Highly Desirable
8. Acquires knowledge and understanding of SAA policies and plans guiding operation. ***Desirable***