



Job Description
Finance and Commercial Services Department
Principal Commercial Officer

Position: Principal Commercial Officer
Department: Finance and Commercial Services
Services: Commercial Services
Salary: L1/L6 \$65,651/\$86,290 pa max
Term: Contract – 3years

Description

Under the direct supervision of the Manager – Finance & Commercial Services Department. The Principal is responsible for the effective and efficient management and performance of the functions of the Department to achieve the Authority's Corporate Goals.

Duties and Responsibilities

1. Conduct revenue analysis on a monthly basis for Management reporting
2. Reconcile and follow up SAA outstanding debts
3. Oversee accurate compilation of statistical data and analysis for passenger, aircraft and freight movement, landing fees and cargo freights.
4. Ensure timely settlement of lease payments
5. Ensure enquiries/requests from Tenants are attended to and addressed
6. Ensure that each tenant is furnished with a legal document or Contract
7. Co-ordinate and facilitate the review/renewal of Lease agreements and contracts relating to the authority.
8. Work collaboratively with the Manager of Finance and Commercial Services and Legal Consultant in addressing Legal matters relating to Contracts and Leases.
9. Identify, evaluate, develop and monitor new businesses operating on the SAA premises.
10. Source and develop new business opportunities for revenue generation.
11. Prepare and present the progressive report for the monthly Management meetings.
12. Manage the VIP operations
13. Prepare appropriate and accurate information required for SAA corporate reporting ie. Annual Report, Corporate plans
14. Ensure that tenant contracts are up to date and valid, renewals are completed promptly and outstanding debt are proactively followed up.
15. Prepare and submit staff timesheets within payroll timeframes
16. All other duties discussed and agreed on with Manager Finance and Commercial Services

SELECTION CRITERIA

1. Relevant University Degree in Finance or Commerce or related field from a recognized institution
2. Must have three (3) years or more of middle management experience with evidence of Staff Performance Management.
3. Minimum of three (3) years working experiences in leases and tenant management
4. High level oral and written communication skills in both English and Samoan.
5. Demonstrated effectiveness in business negotiations and production of 'win win' solutions
6. High level computer literacy with experience in using Microsoft Word, Excel, Power point, Publisher and Access.
7. Demonstrated ability to produce reports and present in front of higher-level audience, i.e. Board of Directors, Management, External Commercial partners, Government ministries etc.
8. Proven business aptitude with a track record of building and maintaining business partners and networks