



Job Description
Finance & Commercial Services Department
Senior Store-man Officer

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

Description

The Senior Store-man Officer reports directly to the Manager of the Finance & Commercial Services Department through the Principal Finance Officer and is responsible for ensuring the accuracy, integrity, and compliance of financial transactions and reporting within the Finance Division.

Duties and Responsibilities

1. Ensure all orders are follow up
2. Ensure and check orders are in line with Purchase Order and Invoice
3. Advice Manager- Finance & Commercial for any variance occurred
4. Ensure to follow up credit notes
5. Responsible for providing Quarterly Report for Management
6. Ensure essential supplies of stock at the Stores at all times
7. Advice Manager- Finance & Commercial in regards to orders not able to supply
8. Liaise with Ministry for Revenue, Customs Agent, Shipping Agent regarding Overseas orders
9. Any other duties as allocated by Manager- Finance & Commercial

SELECTION CRITERIA

1. Relevant University Diploma 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 Office applications and in accounting database systems. (*Essential*)
5. Demonstrated good presentation, facilitation, interpersonal, and public relation skills. (*Essential*)