



**S A M O A F I R E A N D E M E R G E N C Y
S E R V I C E S A U T H O R I T Y**

Position Description

Position Title	Finance Officer: Assets
Salary	\$27,559.00p.a. (SAT)
Division	Corporate Service Unit
Location	Apia Station, Beach Road Tauese, Apia Upolu

Working Relationships

Reports to	Principal Accountant, Manager: Corporate Services
Internal relationships	Office of the Commissioner, Fire Suppression & Emergency Response Services (Operations), Fire Safety, Awareness and Prevention Services (Safety) SFESA staff
External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: <ul style="list-style-type: none">• Other Government Ministries and Corporations• Public

Position Objectives:

Assist in the effective and efficient management of all properties, plants and equipment of the Samoa Fire and Emergency Services Authority.

Position Duties and Responsibilities:

- To record a newly-acquired fixed asset (both tangible and intangible) into the Fixed Asset Register.
- Maintain a register for all assets maintenance, repairs and replacement (write off).
- Prepare an irregularity report when a fixed asset should be disposed of.
- Prepare an Irregularity Report when a fixed asset replacement is required.
- Conduct quarterly inspection to ensure correct use, security and safekeeping of all the Authority's assets.
- Update Depreciation and Accumulated Depreciation Schedule.
- Maintain and develop Asset Acquisition Process.
- Assist the Principal Accountant for revaluation of assets.
- Represent the Authority during audit spot check that involves fixed assets.
- Prepare timely advice and reports for the capital items during budget preparation.
- Assist to answer queries related to fixed assets and liaise with suppliers.
- Preparation of correspondence to support payment vouchers.
- Maintain the Authority's store room keeping clear records of all assets in store room
- Undertake other duties as required.

Experience and Behavioral Competencies – not limited to the following

- Excellent organizational skills to manage a diverse range of tasks, meet project timelines and work under own initiative.
- Excellent (written and verbal) communication, reporting and presentation skills.
- Advance knowledge in Computing reporting software (Microsoft Office)

Personal Attributes

- Maintain strict confidentiality in performing duties required by the Authority
- Can work under extreme pressure and unsupervised.
- Must be honest and trustworthy with strong moral ethics
- Must be respectful
- Possess cultural awareness and sensitivity
- Has Excellent time management and ability to work with minimum supervision
- Positive “Can Do” Attitude
- Valid Driver’s License

Education and Qualification

- Diploma in Accounting or Management or relevant field of study
- Sound knowledge in Finance functions.
- At least three years working experience in related areas

Selection Criteria *(Please give details as to the following criteria)*

Diploma or Certificate in Accounting/Management or related field of study <i>(Essential)</i>	
At least five (3) years of relevant work experience <i>(Essential)</i>	
Excellent time management and organizational skills with the ability to work with minimum supervision <i>(Essential)</i>	
Excellent reporting writing skills both in Samoa and English <i>(Essential)</i>	
Advanced knowledge in Computing Reporting software <i>(Desirable)</i>	
Can work under extreme pressure and unsupervised <i>(Desirable)</i>	
Honest and trustworthy with moral ethics <i>(Desirable)</i>	
Valid Samoan Driver's License <i>(Desirable)</i>	