



**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	Senior Finance Officer
Salary	\$38,397.00 (SAT) p.a
Risk & Safety Allowance	\$800.00 p.a
Division	Corporate Services Division
Location	Apia Station, Beach Road Tauese, Apia Upolu
Working Relationships	
Reports to	Manager – Corporate Services, Principal Accountant
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:

To assist the Principal Accountant in preparation, submission and maintenance of Financial Reports Monthly/Quarterly/Annual Reports for Executive and Board of Directors decision making.

You will work according to the SFESA Act 2007 and policies established by the Authority for the protection, management and welfare of its staff including the SFESA Terms and Conditions and Code of Ethics.

To liaise closely with the various divisions of the Authority to achieve the goals and objectives set out in its Corporate Plan.

Position Duties and Responsibilities:

- Responsible for the timely and accurate monthly reconciliations of all Bank accounts, Trade/Other Debtors, Trade/Other Creditors, Fixed Assets, Payroll and provide report to the Manager Corporate Services.
- Assist with the provision of timely financial reports for the Board monthly and quarterly reports to the Ministry of Public Enterprise.
- Responsible for the Preparation and Reconciliation of P5 (Withholding tax) and VAGST Returns and filed with the Ministry for Revenue.
- Supervise and manage the divisions filing system to ensure proper system is in place to maintain and secure system files, vouchers and all correspondences.
- Register new creditors and debtors and maintain each registration list in the accurate sequence.
- Verify that all payment and receipting related documentations are complete with the efficient processing of payments for creditors and the effective monitoring of the collection from debtors to be reconciled monthly.
- Manage the utilization of the Petty Cash Fund and assist with the administering, monitoring and recording of accountable advances and acquittal.
- Assist the Principal Accountant to provide a more effective and efficient support service to the Board of Directors, Management and staff.
- Take up responsibilities of the Principal Accountant during her/his leave absence.
- Assist with the process of payments for any projects the Authority is associated with.
- Assist with the review and update of the Finance Policy and Procedures Manual processes.
- Assist Principal Accountant with preparations of timely and accurate monthly, quarterly and annual financial reports.
- Other duties as assigned.

Experience Requirements

- Good knowledge of current international accounting standards and auditing standards and practices and developments in financial accounting and management.
- Knowledge of Government budgetary, administrative, project management, financial management and accounting policies and procedures.
- Reasonable understanding of management, supervisory, leadership methods and principles.
- Advanced knowledge and experience in the operation of MS Office Applications and Financial Accounting Systems.
- Ability to work well within a team and adapt to a challenging work environments.
- Should have 5 years working experience in accounting or related management field.

Personal Attributes

- Maintain strict confidentiality in performing duties.
- Must be honest and trustworthy.
- Must be respectful.
- Possess cultural awareness and sensitivity.
- Has excellent time management and ability to work with minimum supervision.
- Clean Police Report.
- Must have a valid Driver's License.

Skills and Abilities

- Self-management skills (organization and time management)
- Excellent interpersonal skills
- Advanced knowledge and experience in the operation of MS Office Applications.
- Excellent report writing skills in both Samoan and English languages.
- Excellent communication skills in both Samoan and English languages.

Education and Qualification

- Possess a Commerce Degree (majoring in Accounting) or in progress of completion.