



Samoa Fire and Emergency Services Authority

Position Description

Position Title	Principal Accountant
Salary	SAT\$55,431 per annum
Risk & Safety Allowance	SAT\$900.00 per annum
Division	Corporate Services Unit
Location	Apia Station, Beach Road Tauese, Apia Upolu
Working Relationships	
Reports to	Manager – Corporate Services
Internal relationships	Office of the Commissioner, Fire Suppression & Emergency Response Services (Operations), Fire Safety, Awareness and Prevention Services (Safety) CSU staff SFESA staff
External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: Other Government Ministries and Corporations Public

Position Purpose:

- You will recommend and implement management accounting framework and policies, evaluate financial results, highlight areas of concern and recommend improvements for Samoa Fire and Emergency Services Authority.
- You will also conduct financial analysis of project investments/fundamentals, as well as overall business and financial modelling to ensure the provision of a comprehensive financial management and accountancy service to the Assistant Commissioner, Corporate Services and the Executive.

Authorities/Delegations

- The Principal Accountant has the authority to make decisions and carry out actions in relation to the key areas of accountability, and to make suggestions/recommendations to the Manager: Corporate Services on any matter.

Financial Delegation

- The Principal Accountant has the following but not limited to with prior permissions from the Manager: Corporate Services.
- Certifying Officer
- Receiver of public monies
- Approval Limit (up to ST\$2,000.00)
- Petty Cash approvals (up to ST\$50.00)
- Finance Administrator

Position Accountabilities:

- Contribute to the achievement of the Corporate Services Divisions and Authority's objectives and outputs through providing financial services and advice.
- In conjunction with the Assistant Commissioner, Corporate Services provide regular advice to the Executive Management of the Authority on financial issues and developments.
- Oversee the development, compilation and analysis of the Authority's long and short term financial plans, strategies and related financial performance indicators.
- Monitor the financial performance of the Authority and its outputs and provide relevant and timely financial information and reports to the Assistant Commissioner.
- Lead and participate in the development and maintenance of sound financial operating and information systems throughout of the Authority.
 - Procurement
 - Creditors
 - Contract Administration
 - Debtor, receipting and Banking
 - Payroll
 - Asset Management

- Develop and maintain financial guidelines, instructions and documentation for financial systems and activities of the Authority and ensure relevant records and documentation are maintained in support of the Financial Operations and Financial Management.
- Undertake the more complex analysis tasks and resolution of complex enquiries complaints and problems
- Manage the activities, staff and resources of the finance Section to effectively meet the Sections objectives and outputs
- Provide training and development opportunities for Finance Staff and provide financial training for Authority management and staff
- Develop performance standards and monitor and report on the performance of the Finance Section
- Maintain good working relationship with relevant external bodies i.e Ministry of Finance, Audit, Attorney General's office and other government departments.
- Represent the Authority on Financial matters.

Personal Skills

- Manage service requests and take prompt appropriate action in a timely and accurate manner
- Ability to manage organize and coordinate multiple functions, workflows and staff to meet objectives, outputs and deadlines
- Ability to lead and supervise staff (supervisory skills)
- Ability to interpret legislation, policies, procedures and instructions.
- Ability to create and maintain good working relationships
- Demonstrated project management skills
- Thorough knowledge of International Financial reporting Standards and the Accounting Framework
- Highly developed financial accounting skills
- Strong interpersonal skills and team working capabilities enabling one to interface at all levels
- Sound administration skills
- Sound analytical skills
- Good planning skills
- Good judgment
- Good oral and written communication skills in both Samoan and English
- Good training skills

Knowledge

- Good knowledge of Government budgetary, administrative, financial management and accounting policies and procedures and of Treasury/PSC legislative requirements
- Good knowledge of current international accounting and auditing standards and practices and developments in financial accounting and financial management
- Knowledge of commercial financial practices desirable

Experience Requirements

- Knowledge of management, supervisory, leadership methods and principles
- Successful experience in managing the financial activities of a large diverse organisation
- Advanced knowledge and experience in the operation of databases, spreadsheets work processing and financial accounting and financial reporting systems
- Experience in the preparation of Financial reports
- Valid Drivers License

Personal Attributes

- Can do attitude
- Maintain strict confidentiality in performing duties of the Principal Accountant
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

Education

- Chartered Public Accountant of Commerce Degree (majoring in Accounting)
- Executive Decision