



JOB DESCRIPTION

POSITION: **FINANCE OFFICER**

SALARY: **Grade 3/Step 1: \$14,653.49 - \$17,844.22 per annum**

OVERVIEW: The post reports directly to the Principal Accountant and ensures efficiency and accuracy of data information input into Accounting System.

DUTIES & RESPONSIBILITIES:

- Conducts filing of all related correspondences for the division.
- Maintains all records in a proper manner and correct filing sequences.
- Assists in office banking and uplifting office bank statements.
- Pays Telegraphic Transfer (TT) and Insurance.
- Circulates purchase orders and cheques for management signatures and GM's approval.
- Prepares Purchase Orders when approved by GM.
- Custodian of the register for all accountable documents and Lady Naomi float
- Attends to customers when releasing cheques.
- Help out in the preparation of payroll when required and delivering payroll cheques to assigned offices.
- Conducts cashiering duties in the absence of cashier, as well as during Lady Naomi operations.
- Other duties as directed by Supervisor/Divisional manager from time to time.

QUALIFICATION & CRITERIA

1. A minimum qualification of a Foundation Certificate in Commerce or a related discipline, from a recognized tertiary institution.
2. Must have experience in finance work (including cashiering).
3. Must have good communication skills, verbal and written in both English & Samoan.
4. Must have experience in using computerized accounting systems.
5. Must be honest, efficient and dependable.
6. Must maintain confidentiality and discretion in all aspects and comfortable with flexible working schedule to meet the needs of the Authority.