

Land Transport Authority

Job Description

Date:	11th October 2018	Position Title	Accounts Payable Officer
Division:	FINANCE DIVISION	Classification Level	\$19,975.31 per annum
Directly Supervises			
Reporting Structure	The Principal Accountant for the effective and efficient leadership and management of finance and assets of the Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective

The Finance Officer is responsible for providing relevant and timely financial management information in order to meet and support the Authority's overall operations.

Responsibilities

1	Assists with reviews of invoices/receipts for accuracy (against quotes provided) and completeness
2	Maintain records of all accounting transactions including payments for suppliers, contractors, staff and board members including receipts for customers, include filing of all
3	Prepare Payment Vouchers for both suppliers and contractors and make sure all supporting documents are in place
4	Update and reconcile Stock Report daily and post receipts daily on MYOB
5	Assist in the preparation of monthly bank reconciliation and advice and report bank errors (Principal Accountant and Banks.).
6	Assist in the preparation of monthly accounts
7	Assist in monitoring and preparing of petty cash./stock
8	Assist the senior officers in the releasing of cheques
9	Assist the principal accountant in coordinating and facilitating of staff trainings on financial management.
10	Other duties directed from time to time

Selection Criteria

		Essential - Desirable	Weighting
1	Minimum qualification of Diploma in commerce majoring in accounting or finance	Essential	
2	At least 3 years of relevant working experience	Essential	
3	Demonstrated ability in financial analysis and posses excellent report writing skills	Essential	
4	Resourceful and able to work with minimum supervision	Essential	
5	Must be computer literate (Excel, Word and Access) and able to use MYOB system	Essential	
6	Knowledge of policies, regulations and legislations governing the work of Finance, Human Resources and Assets Management	Desirable	

Competencies	
1	Leadership
2	Decision Making
3	Flexible & Common Sense
4	Honesty
5	People Management
6	Relationship establishment with stakeholders
7	Legal & Politics background
8	Punctuality
9	Integrity

Prepared by:	Human Resource
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