



LAND TRANSPORT AUTHORITY
PULEGA O FELA'UAIGA I LE LAUELEELE
GOVERNMENT OF SAMOA

Please address all correspondence to the: Chief Executive Officer, Land Transport Authority

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Job Description

Date:	1st February 2019	Position Title	Cashier
Division:	Savaii Operation	Classification Level	Grade 2 (\$14,271.47)
Directly Supervises	None		
Reports to:	Manager Savaii Operation Division		

Purpose of the Position

	To manage the receipt of public moneys in accordance with relevant policies of the Authority and to Computes, classifies, records & verifies numerical data for use in maintaining accounting records, particular accounts receivable by performing the following duties.
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Duties & Responsibilities

1	Responsible for the safeguard of cash at all times (Cash security).
2	Sort and identify prices in different categories using system/price list.
3	Receive all payments (including cash, cheques and bank draft) in accordance with fees for the Authority and issue official Authority receipt to payee.
4	Maintain knowledge of store stocks/sales activity.
5	Daily checking of cash received and prepared daily banking summary and report.
6	Monitor and register approved documents released from Inspection Officer.
7	Keep records of daily transactions, and maintain an efficient filing system of receipt books and other relevant documents.
8	Ensure that receipt books are checked for sequential numbering to avoid repetition or missing receipt numbers.
9	Present a friendly and professional image to the public and respond to enquiry enquire by the customer in regards to our services.
10	Keep work area tidy and clean and other duties directed from time to time.

Selection Criteria	Essential - Desirable	Weighting
Minimum qualification of Foundation Certificate majoring in Accounting or Finance.	Essential	
Good understanding of accounting processes with at least 3 years of relevant practical working experience.	Essential	
Demonstrate ability in financial analysis and posse excellent reporting writing skills	Essential	
Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff.	Essential	
Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	
Resourceful and able to work with minimum supervision	Essential	

Must be computer literate (Excel, Word and Access).	Essential	
Good knowledge of policies, regulations and legislations governing the work of Finance, Human Resources and LTA Act 2007.	Desirable	
Prepared by:	Human Resource	