

# Land Transport Authority

## Job Description

<b>Date:</b>	31st January 2019	<b>Position Title</b>	Principal Administration & Finance
<b>Division:</b>	Savaii Operation	<b>Classification Level</b>	\$48,728.40 pa
<b>Directly Supervises</b>			
<b>Reporting Structure</b>	Reports to the Savaii Operation Manager for the effective and efficient provision of administration services and advise.		

### Primary Objective

	To assist in the strategic and operational aspects of the LTA finances and assets in accordance with organizational direction set out in the LTA Corporate Plan, Strategic Annual Management Plan, and Annual Budget.
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### Responsibilities

1	Contribute to the achievement of the Authority's objectives and outputs through providing financial services and advice
2	Monitor and advise effective financial system appropriate for the control of the Authority's assets, purchases, creditors, debts and revenue.
3	Prepare and reconcile monthly and quarterly reports for the consideration of Financial Accountant (FA) and Finance Manager.
4	Maintaining and updating fixed asset register and labeling of assets.
5	Lead and incorporate management strategies and best practices to improve team work and create motivational environment that enhance employees productivity and commitments.
6	Liaise with Financial Accountant to coordinate and facilitate divisional plans to ensure the achievement of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan, and the Annual Budget.
7	To check and verify all related contractors' invoices for completed works for payments.
8	Coordinate and advise FA on spot checks for cash, stock, and physical existence of fixed assets Savaii.
9	Check daily banking, cash counts and monthly cash book reconciliation,
10	Obtain quotations for Savaii Division's work orders when needed.
11	Be the first point of contact for all administrative, repair and maintenance matters.
12	Liaise with Senior HRO and relevant staff in reconciling of divisional time sheets and overtime hours on a fortnightly basis for payroll purposes and matters regarding the attendance book.
13	Being flexible, adaptable and available to take on other tasks or duties as requested by the Manager Savaii Operation.

### Selection Criteria

		Essential - Desirable	Weighting
Qualification	Must have a degree with majors in Accounting or Finance from a recognized tertiary Institution.	Essential	

Work Experience	Must have at least 3 years of experience in preparation of financial reports.	Essential	
Knowledge and Skills	Knowledge of LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001.	Essential	
	Demonstrated ability to perform critical analysis and initiate financial policy interventions, provide strategic financial advice to the FA and Manager.	Essential	
	Demonstrated ability to collaborate, network, negotiate and engage effectively with other staff members and with external stakeholders in issues pertaining to financial services.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.	Essential	
	Demonstrated ability in written and oral communication in English and Samoan, analytical skills, decision-making, report writing and interpersonal skills.	Essential	
	Must be computer literate and has proven work experience in Microsoft Excel software, and other financial management databases, and systems.	Essential	

<b>Competencies</b>	
1	Team Player & Team Building
2	Responsible, Listen and Respond
3	Training and coaching
4	Planning, assigning, directing and supervising
5	Integrity/Flexible/Common Sense, Trustworthy
6	Public and Customer Relation expert
7	Physically fit

<b>Prepared by:</b>	<b>Human Resource</b>
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