

# Land Transport Authority

## Job Description

<b>Date:</b>	26 <sup>th</sup> February 2021	<b>Position Title</b>	Financial Accountant
<b>Division:</b>	Corporate Services	<b>Classification Level</b>	Grade 9(Special Level) Step 1-Step 2(\$68,957-\$72,152)
<b>Directly Supervises</b>			
<b>Reporting Structure</b>	Manager Corporate Services 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		

<b>Primary Objective</b>	
	<ul style="list-style-type: none"> <li>To assist in the strategic and operational aspects of the LTA corporate management, finances and assets in accordance with organizational direction set out in the LTA Corporate Plan, Strategic Annual Management Plan, and Annual Budget.</li> </ul>

<b>Duties and Responsibilities</b>	
1	Assist Manager Corporate to plan and manage the operations of the Corporate Section effectively and efficiently, allocating resources to support the achievement of the Authority's business priorities.
2	Monitor and advise effective financial system appropriate for the control of the Authority's assets, purchases, creditors, debts and revenue.
3	Prepare, consolidate and advise on monthly and quarterly reports for the consideration of the Manager Corporate, CEO and Board.
4	Prepare and consolidate annual accounts to review by Manager Corporate for the consideration of CEO and Board in accordance with statutory requirements.
5	Monitor the annual budget and advise Manager Corporate and Management regarding the Authority's financial performance on quarterly basis.
6	Advise Manager Corporate in collaboration with other Managers, and implement management strategies and practices that improve team work and create a motivational environmental that enhance employees productivity and commitments.
7	Assist Manager Corporate 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.
8	Review, formulate and propose to Corporate Services Manager appropriate amendments to HR procedural policies and processes in response to external demands and changes
9	Coordinate spot checks for cash and physical existence of fixed assets both Upolu and Savaii.
10	Lead and supervise the performance of all other administrative services such as record keeping, mail delivery, queries from general public etc
11	Sign, certify, and verify checks, payment vouchers, purchase orders in accordance with delegated authority.
12	Represent the Manager Corporate in Management meeting and any other duties as

directed.

Selection Criteria		Essential - Desirable	Weighting
Qualification & Work Experience	Must have a Degree in Accounting, Finance, Business Management or any related qualification from a recognized tertiary Institution.	Essential	
	Must hold a CPA or an equivalent from a recognized overseas Institution. Essential	Essential	
Knowledge and Skills	Must have at least 5 years of experience at a senior level management level	Essential	
	Demonstrated ability to perform critical analysis and initiate Finance & HR policy interventions, provide strategic financial advice to the Manager	Essential	
Qualification & Work Experience	Demonstrated ability to collaborate, network, negotiate and engage effectively with other staff members and with external stakeholders in issues pertaining to financial or human resource services.	Essential	
	Demonstrated ability in written and oral communication in English and Samoan, analytical skills, decision-making, report writing and interpersonal skills	Essential	
	Should be computer literate and has proven experience in Microsoft Excel software, and other financial management database etc.	Desirable	
	Has sound knowledge of the following legislations; LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Labour and Employment Act 1972	Desirable	

Competencies	
1	Leadership
2	Strategy
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity
12	Physically fit

Prepared by:	HR
--------------	----