



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Finance Division	<i>Location:</i>	LTA Office - Vaitele-uta
<i>Title:</i>	Manager Finance	<i>Classification Level:</i>	ACEO Level
<i>Directly Supervises:</i>	Finance Division		
<i>Reports to:</i>	Reports to the Chief Executive Officer for the effective and efficient strategic leadership and management of the Project Management Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Section 2: Personal Details

<i>Full Name:</i>		<i>Gender:</i>	
<i>Contact Phone No:</i>		<i>Date of Birth (Day/Month/Year):</i>	
<i>Address:</i>			
<i>Email:</i>			

Section 3: Education Details

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

Section 5: Employment History

Current/Most Recent Position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Next previous position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Next previous position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Section 6: Selection Criteria

1	Essential Must have a degree with majors in Accounting, Finance, or related Business disciplines from a recognized tertiary Institution.
2	Essential Must hold a CPA or an equivalent from a recognized overseas Institution.
3	Essential Must have at least 6 years of experience at a senior management level in the field of Accounting and Finance.
4	Essential Demonstrated ability to perform critical analysis and initiate Finance policy interventions, provide strategic financial advice to the Chief Executive Officer.
5	Essential Demonstrated ability to collaborate, network, negotiate and engage effectively with Managers and with external stakeholders in issues pertaining to Corporate Services.
6	Essential Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.
7	Essential Should be computer literate and has proven experience in Microsoft Excel software, and other financial management database etc.
8	Has sound knowledge of the following legislations; <ul style="list-style-type: none">• LTA Act 2007• LTA Regulations• Public Finance Management Act 2001• Public Bodies Performance and Accountability Act 2001• Labor and Employment Act 2013

Indicate competency level for each system

Competency level code: 1- no knowledge; 2-basic knowledge; 3-good working knowledge; 4- strong/advanced capabilities

Main Systems		Other Systems	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other System (Specify)	
Microsoft PowerPoint		Other System (Specify)	
E-mail		Other System (Specify)	

Section 8: Discipline Records Check

Do you have a discipline record, any criminal convictions, or current legal proceedings against you?	No	Yes
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If yes, please provide discipline record

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Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
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If yes, please provide name(s) and nature of relationship

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Section 10: Declaration of Referees

	Name	Designation	Contact Phone No
1			
2			
3			

Section 11: Certification & Authorisation

I hereby certify that the information given in my application is true and correct.

Signature

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Date

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Please attach the following

1	Up to date Curriculum Vitae
2	Certified academic qualifications and relevant trainings
3	3 Written Reference, 2 from previous employer with up to date contact details