



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	FINANCE DIVISION	<i>Location:</i>	LTA Office - Vaitele
<i>Title:</i>	Senior Accounts Payable - Suppliers & Payroll	<i>Salary:</i>	G5/S1 - G6/S7 \$26,817.16 - \$40,965.00 p.a.

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>			

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

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

Section 6: Selection Criteria

Please provide claims as to why you satisfy each criterion

1	Qualification. Bachelor of Commerce or 5 years of experience in Accounting Background. Essential
2	Work Experience. Demonstrated ability to perform job efficiently and effectively. Essential
3	Knowledge & Skills. Demonstrated ability to analyze and prepare financial reports. Essential
4	Strong knowledge of MYOB Accounting Software. Essential
5	Must clearly communicate both written & spoken in Samoan and English and must also relate to non-accounting staff. Essential
6	Should be computer literate and has proven experience in Microsoft office Software and other appropriate financial database. Essential
7	Has sound knowledge of the following legislation: <ul style="list-style-type: none"> • LTA Act 2007 • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013 Essential
8	Demonstrated ability to perform on the job training. Desirable
9	Must have a valid driver's license. Desirable

Section 7: Computer Literacy

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 & Authorization

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	
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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