

Land Transport Authority

Job Description

Date:	March 2023	Position Title	Senior Accounts Receivable - Revenue
Division:	Finance Division	Classification Level	G5/S1-G6/S7 \$26,817.16-\$40,695.00 p.a.
Reports to:	The Manager Finance through Principal Account Receivable Officer for the effective and efficient strategic leadership and management of work related to maintaining the Finance Section to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective

The Senior Account Receivable Revenue is responsible for managing and maintaining financial and administrative services in order to meet and support the Authority's overall operations.

Duties & Responsibilities

1	Assist in preparation of monthly, quarterly and annual reports.
2	Tally daily receipts against RTAS
3	Monitor stock card daily
4	Prepare daily banking (monitoring & afternoon)
5	Assist in delivery banking to banks (twice a day)
6	Responsible to do daily receipt posting (MYOB)
7	Prepare monthly collection register.
8	Assist in carrying our physical spot-checks for cash, stock, both Upolu & Savaii.
9	Compile Savaii monthly receipts and post
10	Assist in filing end of the month.
11	Other duties as directed from time to time.

	Selection Criteria	Essential - Desirable	Weighting
Qualification & Work Experience	Bachelor of Commerce or 5 years of experience in Accounting Background	Essential	
Knowledge & Skills	Demonstrated ability to perform job efficiently and effectively	Essential	
	Demonstrated ability to analyze and prepare financial reports	Essential	
	Strong knowledge of MYOB Accounting software	Essential	
	Must clearly communicate both written & spoken in Samoan and English and must also relate to non-accounting staff	Essential	
	Should be computer literate and has proven experience in Microsoft office software and other appropriate financial database	Essential	
	Has sound knowledge of the following legislations: <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	
	Demonstrated ability to perform on the job training	Desirable	
	Must have a valid driver's license	Desirable	

Competencies	
1	Leadership
2	Decision Making
3	Flexible & Common Sense
4	Honesty
5	People Management
6	Relationship establishment with stakeholders
7	Legal & Politics background
8	Punctuality
9	Integrity

Prepared by: **Human Resource & Finance Division**