

Land Transport Authority

Job Description

Date:	March 2023	Position Title	Cashier
Division:	Finance	Classification Level	G3/S1 -G4/S7 \$16,186.23-\$25,901.36 p.a.
Reports to:	Manager-Finance through Principal Accounts Receivable Officer		

Purpose of the Position

To manage the receipt of public moneys in accordance with relevant policies of the Authority and to Computes, classifies, records & verifies numerical data for use in maintaining accounting records, particular accounts receivable by performing the following duties.

Duties & Responsibilities

1	Handling all the cash transaction of the Authority.
2	Receipt cash (RTAS and receipt book).
3	Release plates and stickers in numerical order.
4	Uplift bank statements and dishonoured cheques from bank.
5	Ensure all dishonoured cheques are registered.
6	Ensure receipt books are checked for sequential numbering to avoid repetition or missing receipt numbers.
7	Prepare and deliver banking.
8	Sort and identify prices in different categories using system/price list.
9	Receive all payments (including cash, cheques and bank draft) in accordance with fees for the Authority and issue official Authority receipt to payee.
10	Maintain knowledge of store stocks/sales activity.
11	Daily checking of cash received and prepared daily banking summary and report.
12	Monitor and register approved documents released from Inspection Officer.
13	Prepare and deliver banking, uplift bank statements and dishonoured cheques from bank and ensured all dishonoured cheques are registered.
14	Tally invoices and cash against the system.
15	Ensure that receipt books are checked for sequential numbering to avoid repetition or missing receipt numbers.
16	Present a friendly and professional image to the public and respond to enquiry enquire by the customer in regards to our services.
17	Keep work area tidy and clean and other duties directed from time to time.

	Selection Criteria	Essential - Desirable	Weighting
Qualificati on	Minimum qualification of Foundation Certificate majoring in Accounting or Finance.	Essential	
Work Experienc e	Good understanding of accounting processes with at least 3 years of relevant practical working experience.	Essential	
Knowledg e & Skills	Demonstrate ability in financial analysis and posse excellent reporting writing skills	Essential	
	Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff.	Essential	

	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	
	Resourceful and able to work with minimum supervision	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	

Prepared by:	Human Resource & Finance Division
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