

# Land Transport Authority

## Job Description

<b>Date:</b>	March 2023	<b>Position Title</b>	Senior Accounts Payable – Suppliers & Payroll
<b>Division:</b>	Finance	<b>Classification Level</b>	G5/S1-G6/S7 \$26,817.16-\$40,695.00 p.a.
<b>Reporting Structure</b>	The Manager Finance through Principal Accounts Payable 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 Accounts Payable- Suppliers & Payroll is responsible for managing and maintaining financial and administrative services in order to meet and support the Authority's overall operations.

### Responsibilities

1	Assist in preparation of monthly, quarterly and annual reports.
2	Assist and follow-up various reconciliation( expenditure & revenue accounts)
3	Prepare monthly bank reconciliation.
4	Prepare VAGST.
5	Advice and report bank errors (Principal Accountant and Banks.)
6	Monitor and advice all division for the control of divisional budget provided
7	Check journal entries.
8	Responsible for releasing of cheques.
9	Monitor and prepare petty cash.
10	Assist in carrying out spot-checks for cash, stock, and physical existence of fixed assets for Upolu & Savaii.
11	Certify vouchers for payments in accordance with delegated authority.
12	Other duties as directed from time to time.

### Selection Criteria

		<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification	Bachelor of Commerce or 5 years of experience in accounting background.	Essential	
Knowledge & Skills	Demonstrate ability to perform job efficiently and effectively	Essential	
	Demonstrate ability to analyze and prepare financial reports.	Essential	
	Strong knowledge of MYOB accounting software	Essential	
	Must clearly communicate both written & spoken in Samoa & English and to 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"> <li>• LTA Act 2007</li> <li>• Public Finance Management Act 2001</li> </ul>	Essential	

	<ul style="list-style-type: none"> <li>Public Bodies Performance and Accountability Act 2001</li> <li>Labour and Employment Act 2013</li> </ul>		
	Demonstrate ability to perform on the job training	Desirable	
	Must have a driver's license	Desirable	

<b>Competencies</b>	
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

<b>Prepared by:</b>	<b>Human Resource &amp; Finance Division</b>
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