

Land Transport Authority

Job Description

Date:	February 2024	Position Title	Financial Accountant
Division:	Finance	Classification Level	Grade 9(Special Level) Step 1-Step 7 \$71,026.49-\$92,527.10 p.a. Contract (3 Years)
Directly Supervises	Accounts Payable, Accounts Receivable Teams & Assets Team		
Reporting Structure	Manager Finance for the effective and efficient leadership and management of finance and assets of the Division to ensure the achievement and sustainability of the LTA's business goals and objectives		
Primary Objective			
	<ul style="list-style-type: none"> To assist in the strategic and operational aspects of the LTA corporate management, finances and assets in accordance with organizational direction set out in the LTA Corporate Plan, Strategic Annual Management Plan, and Annual Budget. 		
Duties and Responsibilities			
1	Assist Manager Finance to plan and manage the operations of the Finance Section effectively and efficiently, allocating resources to support the achievement of the Authority's business priorities.		
2	Monitor and advise effective financial system appropriate for the control of the Authority's assets, purchases, creditors, debts and revenue.		
3	Prepare, consolidate and advice on monthly and quarterly reports for the consideration of the Manager Finance, CEO and Board.		
4	Prepare and consolidate annual reports to review by Manager Finance for the consideration of CEO and Board in accordance with statutory requirements.		
5	Monitor the annual budget and advise Manager Finance and Management regarding the Authority's financial performance on quarterly basis.		
6	Advise Manager Finance in collaboration with other Managers, and implement management strategies and practices that improve team work and create a motivational environmental that enhance employees productivity and commitments.		
7	Assist Manager Finance to coordinate and facilitate divisional budgets to ensure the achievement of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan, and the Annual Budget.		
8	Prepare finance staff reviews and reports on their performance.		
9	Coordinate spot checks for cash and physical existence of fixed assets both Upolu and Savaii.		
10	Coordinate and facilitate staff trainings on financial management.		
11	Sign, certify, and verify checks, payment vouchers, purchase orders in accordance with delegated authority.		
12	Represent the Manager Finance in Management meeting and any other duties as directed.		

Selection Criteria		Essential - Desirable	Weighting
Qualification & Work Experience	Degree holder in Accounting or related field with 4 years in senior level	Essential	
	A CPA or an equivalent from a recognized overseas Institution	Desirable	

Knowledge and Skills	Demonstrated ability to perform critical analysis and initiate Finance policy interventions, provide strategic financial advice to the Manager Finance & Chief Executive Officer	Essential	
Qualification & Work Experience	Demonstrated ability to collaborate, network, negotiate and engage effectively with other staff members and with external stakeholders in issues pertaining to financial services.	Essential	
	Demonstrated ability to effectively supervise staff and work performance	Essential	
	Demonstrated ability in written and oral communication in English and Samoan, analytical skills, decision-making, report writing and interpersonal skills	Essential	
	Should be computer literate and has proven experience in Microsoft Excel software, and other financial management database(MYOB) etc.	Essential	
	Has sound knowledge of the following legislations; LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Labour and Employment Act 2013	Essential	

Competencies	
1	Leadership
2	Strategy
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity
12	Physically fit

Prepared by:	Human Resource
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