

Land Transport Authority

Job Description

Date:	April 2026	Position Title	Asset Officer
Division:	Finance	Classification Level	G3/S1-G4/S7 \$17,838.84 - \$28,545.89 p.a
Reports to:	Financial Accountant		

Purpose of the Position

To effectively manage, monitor, and safeguard the Authority's assets by ensuring accurate recording, control, movement, and reporting of all assets. The role supports accountability, compliance with established procedures and informed decision-making through timely accurate asset management information .

Duties & Responsibilities

1	Receive and verify all assets to ensure they are delivered in good condition and in the correct quantities, in accordance with approved documentation and procurement requirements.
2	Collaborate with divisional staff to monitor asset movement, transfers, usage, disposal and updates to asset records
3	Ensure all new asstes are accurately recorded (asset location, number, custodian details) and maintained in the Fixed Assets Register (FAR)
4	Coordinate closely with Financial Accountant to ensure asset values, depreciation and disposals are accurately reflected in financial records and asset register.
5	Monthly reconciliation of General Ledger vs Fixed Asset Register
6	Compile and prepare all required documentation to support asset write-off submissions for Board approval
7	Ensure all asset disposals are updated and removed from FAR following the approval
8	Support internal and external audits by providing accurate, complete documentation and records as required.
9	Ensure compliance with asset management policies, MoF regulations and audit requiremens and contribute to continuous improvement of asset control processes.
10	Assist in reviewing and improving FAR procedures and controls to strengthen accountability and trnsparency
11	Build and maintain effective relationships with internal staff, suppliers and clients
12	Demonstrate professionalism, integrity, confidentiality and accountability in all tasks
13	Perform any other duties as directed from time to time

	Selection Criteria	Essential - Desirable	Weighting
Qualification	Minimum qualification of Diploma majoring in Accounting and Finance	Essential	
Work Experience	At least 3 years of relevant practical working experience in Procurement Assets and Stocks	Essential	
Knowledge & Skills	Ability to be proactive in assessing workplace requirements and responding to operational needs	Essential	
	Demonstrated excellent interpersonal skills especially when dealing with suppliers and cliets and internal staff.	Essential	

	Proven ability to communicate clearly both orally and in writing, in Samoan and English	Essential	
	Ability to work independently with minimal supervision, demonstrating initiative and accountability	Essential	
	Must be computer literate (Excel, Word and Access)	Essential	
	Good knowledge of policies, regulations and legislations governing the work of Finance, Human Resource and LTA Act 2007	Desirable	