



Job Application Form

Section 1: Position Details

Division:	FINANCE DIVISION	Location:	LTA Office - Vaitele
Title:	Principal Accounts Payable	Salary:	G7/S1-G8/S7 \$45,075.50-\$70,487.31 p.a
Reporting Structure	To lead and oversee the Accounts Payable function of the Authority, ensuring timely and accurate processing of payments, effective financial controls, compliance with statutory and internal policies and the provision of reliable financial information to support management decision making and the achievement of the Authority's strategic objectives.		

Section 2: Personal Details

Full Name:		Gender:	
Contact Phone No:		Date of Birth (Day/Month/Year):	
Address:			

Section 3: Education Details

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

Section 5: Employment History Current/Most Recent Position

Employer's Name:		Date:	Duration:
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<i>Position Title:</i>		<i>Number of Staff reporting to you</i>
<i>Main Responsibilities:</i>		

Next previous position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Section 6: Selection Criteria.

Please provide claims as to why you satisfy each criterion

1	Qualification. Must have a degree with majors in Accounting or Finance from a recognized tertiary Institution. A member of Samoa's Institute of Accountants or working towards membership. Essential
2	Work Experience. Must have at least 5 years of relevant work experience in accounts payable, expenditure management, and commercial operations at a senior level. Essential
3	Knowledge and Skill Sound knowledge of Finance Policy and Authority internal controls. Essential
4	Knowledge of government financial regulations, procurement processes and audit requirements. Desirable
5	Demonstrated analytical and problem-solving skills, including the ability to provide strategic financial advice and contribute to policy development. Desirable
6	Displays Transparency and Accountability at performance of tasks. Excellent team player and opens to ideas for improvement of systems. Essential
7	Ability to uphold ethics and values of accounting practices and Code of Ethics and has good previous records of work performance Essential
8	Experience with financial management systems and process improvement initiatives. Essential
9	Proven ability to supervise, lead and develop staff. Essential
10	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

Section 7: Computer Literacy.
Indicate competency level for each system

Competency level code: 1- no knowledge; 2-basic knowledge; 3-good working knowledge; 4- strong/advanced capabilities

Main Systems		Other Systems	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other System (Specify)	
Microsoft PowerPoint		Other System (Specify)	
E-mail		Other System (Specify)	

Section 8: Discipline Records Check

Do you have a discipline record, any criminal convictions, or current legal proceedings against you?	No	Yes
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If yes, please provide discipline record

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Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
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If yes, please provide name(s) and nature of relationship

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Section 10: Declaration of Referees.

	Names	Designation	Contact Phone No
1			
2			
3			

Section 9: Certification & Authorization

I hereby certify that the information given in my application is true and correct.

Signature

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Date

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Please attach the following	
1	Up to date Curriculum Vitae
2	Certified academic qualifications and relevant trainings
3	3 Written Reference, 2 from previous employer with up to date contact details
4	Valid Police Report