

Land Transport Authority

Job Description

Date:	July 2026	Position Title	Cashier
Division:	Finance	Classification Level	G3/S1 –G4/S7 17,838.84-28,545.89 p.a.
Reports to:	Manager-Finance through Principal Accounts Receivable Officer		
Purpose of the Position			
	To manage the collection, receipting and reconciliation of the public monies in accordance with the Authority’s policies and procedures, and to maintain accurate financial records while providing the effective customer service.		

Duties & Responsibilities	
1	Provide courteous customer services and respon to enquiries regarding the Authority's services
2	Receive, process and receipt all payments (cash, cheques, bank draft, EFTPOS) in accordance with Authority prodecures.
3	Handle all cash transactions accurately and maintain proper financial records
4	Release plates and stickers in sequential order and monitor stock movement.
5	Verify receipt books for correct sequential numbering and report any discrepancies immediately
6	Prepare and reconcile cash, invoices, banking summaries and system records to ensure accuracy
7	Ensure documentation for daily reconciliation is accurately posted onto the system
8	Monitor customers on the blacklist (e.g., bounced cheques) and refer issues to the supervisor
9	Register and monitor approved documents released by Inspection Officers
10	Report immediately if any error from system and receipting
11	Assist in monthly stock counts (plates/stickers) and other accountable inventory items
12	Report cash shortages, overages or discrepancies to the supervisor immediately
13	Keep work area tidy and clean and other complete other Authorities related tasks as requested on an ad hoc basis that are within the incumbent's capabilities.

	Selection Criteria	Essential - Desirable	Weighting
Qualification	Minimum qualification of Foundation Certificate majoring in Accounting or Finance.	Essential	
Work Experience	At least two to three years' experience in cashier, revenue colletion, customer serve or a finance administration role	Essential	
	Experience handling cash, receipting, reconciliation and bank procedures.	Essential	
	Sound and understanding of basic financial procedures and internal controls	Essential	
	Experience working in a government ministry, public bodies or statutory authority	Desirable	
Knowledge & Skills	Strong customer service and interpersonal skills	Essential	
	Very well developed in written and communication skills in both English and Samoan	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: • LTA Act 2007 • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013	Essential	

Prepared by:	Finance Division
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