

Land Transport Authority

Job Description

Date:	July 2026	Position Title	Principal Accounts Payable
Division:	FINANCE DIVISION	Classification Level	G7/S1-G8/S7 (\$45,075.50-\$70,487.31 p.a.)
Directly Supervises	Accounts Payable Team		
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.		

Responsibilities	
1	Lead and manage the day-to-day operations of the Accounts Payable function, ensuring efficient allocation of resources and the timely delivery of services in support of the Authority's business objectives.
2	Oversee the processing of supplier, contractor, staff and Board payments ensuring compliance with financial policies procurement procedures and delegated authorities.
3	Coordinate and oversee month-end and year end accounts payable ensuring all liabilities are accurately recorded and reported
4	Monitor and maintain effective internal controls over accounts payable, assets inventories and expenditure processes to safeguard the Authority's resources and ensure accountability
5	Supervise, mentor and support Accounts Payable staff through effective performance management, coaching, capacity building and professional development initiatives.
6	Review, certify and verify payment vouchers, purchase orders, cheques, electronic payments and supporting documentation to ensure accuracy, completeness and compliance with approved delegations and financial regulations.
7	Contribute to the development, review and implementation of financial policies, procedures and process improvements to strengthen internal controls and enhance operational efficiency.
8	Prepare, reconcile and file VAGST returns and ensure compliance with tax and statutory requirements, including withholding taxes and other deductions.
9	Monthly reconciliation and monitoring of General Ledger accounts (retention, VAGST, bank account, trade creditors, payroll accruals etc and manual accrual basis book to achieve monthly financial reports deadline.
10	Perform bank accounts reconciliation on monthly basis and verify customer online payments are received and recorded correctly.
11	Continuously work with Banks to improve payments process and ensure the Authority is kept up to date with developments in online and electronic payments to minimize costs
12	Ensure fortnightly payroll journals are accurately posted and reconciled in the General Ledger
13	Provide financial advice and recommendation to the Manager Finance and Financial Accountant on expenditures control, risk management compliance, and process improvements.
14	Represent the Manager Finance or Acting Manager Finance in meetings, committees and consultations as required and undertake any other duties reasonably assigned by Manager Finance/Acting Manager Finance

Selection Criteria		Essential - Desirable	Weighting
1	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	Must have at least 5 years of relevant work experience in accounts payable, expenditure management, and commercial operations at a senior level.	Essential	
3	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.	Essential	
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	

Competencies	
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