



**OFFICE OF THE CLERK
OF THE LEGISLATIVE ASSEMBLY**

PO Box 1866 Apia Samoa - T: (685) 21811 F: (685) 21817 E: ocls@palemene.ws W: www.palemene.ws



Job Title	PRINCIPAL FINANCE AND ADMINISTRATION SERVICES OFFICER
Division	FINANCE AND ADMINISTRATION SERVICES DIVISION
Reports to	MANAGER, FINANCE AND ADMINISTRATION SERVICES
Reporting positions	All Positions Under the Principal Accountants Position
Classification level	A16
Salary	\$55,431.00 pa
Main purpose of Role	Assist the Manager in ensuring that deliverables for the Division are achieved in the timeframe expected.
Key tasks	
Technical	1. Assists the Manager with the Annual Budget preparation.
	2. Implements financial policies, internal control and procedures.
	3. Ensures the establishment and maintenance of cash controls.
Quality Assurance and customer satisfaction	Assists the Manager and staff in preparing refreshments for meetings, Parliament Sittings and any function hosted by the Office from time to time.
Business planning, reporting and management	1. Assists the Manager with the timely production of budget estimates and budget reviews for the Office.
	2. Assists the Manager in the development of strategic and operational plans for the Division.
	3. Deputises in the absence of the Manager if and when required.

	<ol style="list-style-type: none"> Assists the Manager to prepare monthly reports for the Division to submit at monthly Management meetings.
People management, development and teamwork	<ol style="list-style-type: none"> In consultation with the Maintenance Supervisor, plans, directs, organizes and schedules groundsmens activities.
	<ol style="list-style-type: none"> Assists the Manager in providing professional development programmes for staff in the Division.
	<ol style="list-style-type: none"> Assists the Manager in managing subordinates under supervision.
Administration	<ol style="list-style-type: none"> Keeps and updates register of all MOF correspondence (Receipt Book, TY76).
	<ol style="list-style-type: none"> Administers Petty Cash and ensure that all receipts are in order for reimbursement.
	<ol style="list-style-type: none"> Maintains the maintenance and update of the Fixed Assets Register.
	<ol style="list-style-type: none"> Ensures timely payment of sitting allowances for Members.
	<ol style="list-style-type: none"> Supervises the reconciliation of the payroll on a monthly basis.
	<ol style="list-style-type: none"> Records and enters transactions into the computerised accounting system.
	<ol style="list-style-type: none"> Maintains the purchase order system.
	<ol style="list-style-type: none"> Maintains supplier accounts and process supplier invoices.
General Responsibilities	<ol style="list-style-type: none"> Adheres to the Office's Equal Employment Opportunities policy in all activities, and actively promotes equality of opportunity wherever possible.
	<ol style="list-style-type: none"> Is responsible for own health and safety and that of colleagues.
	<ol style="list-style-type: none"> Undertakes other such other duties as may be reasonably expected.
Performance Measures	<ol style="list-style-type: none"> Timely preparation of the Annual Budget.
	<ol style="list-style-type: none"> Financial policies and procedures are strictly adhered to.

	3. Cash is strictly controlled and in accordance with relevant legislations and policies.
	4. Up-to-date supplier accounts and timely processing of invoices.
	5. Effective and efficient maintenance of the purchase order system.
	6. Accurate and timely entry of transactions.
	7. Timely and accurate reconciliation of the payroll.
	8. Assistance is rendered in the performance of supporting duties.
	9. Timely payment of Members sitting allowances.
	10. Divisions budget is reviewed every 6 months and budget estimates are produced 1 month prior to budget submissions.
	11. Division Operational Plans are developed by the end of December in preperation for the following working year.
	12. The Division is represented at all times espeacially during monthly Management meetings.
	13. Monthly Management Reports are submitted to Secretariat on the first working day of the month.
	14. Timely development of work plans and fair allocation of work.
	15. Team members are up-skilled for enhanced service delivery.
	16. Subordinates under supervision are managed effectively.
	17. Accurate and updated register of all MOF correspondence is kept.
	18. All Petty Cash transactions are documented.
Decision Making Authority	1. The job holder is responsible for managing employees in the Division in the absence of the Manager.
	2. The job holder is responsible for ensuring that work is implemented according to schedule.
	3. In collaboration with the Manager, the job holder is responsible for identifying budgetary requirements for the Section.
Frequent Contacts	Members of Parliamernt, Secretariat staff, Members of Public
Selection Criteria	

Qualifications	Minimum requirement of a Bachelors degree in Accounting, Finance or similar discipline (Essential)
Experience	At least 5 years work experience at a senior managerial level (Essential)
Skills	1. Demonstrated ability in leadership and management (Essential).
	2. Must be highly proficient in the use of relevant accounting computer software and various Microsoft suites (Essential).
	3. Must have highly developed written and oral skills in both English and Samoan and have sound persuasive skills to convince and communicate with various stakeholders (Essential).
Personal Attributes	1. Be above reproach in work ethics (Essential).
	2. Must be healthy and have a flexible attitude to working long hours (Essential).
Document History	
Approval Date	
Review Date	
Revision History	