

PRINCIPAL FINANCE & INVESTMENT OFFICER

Position: Principal Finance & Investment Officer
Office: Public Trust Office
Division: Finance & Investment
Grade: A16/L16
Salary: \$49,310 - \$57,379

Position Duties & Responsibilities:

1. Initiate preparation of bank reconciliation statements.
2. Certify procurement of goods and services within authorized limits.
3. Conduct regular spot checks of cash receipts/payments and payroll systems as well as fixed assets to ensure internal control procedures and functions of the accounting process are properly and accurately maintained.
4. Assist in the review and development of operational policies relating to the Office's accounting and investment matters.
5. Assist in preparing the Office's Annual Report on finance and investment operations.
6. Assist in preparing and reviewing the Organisational Corporate Plan.
7. Assist in preparing and compiling both Quarterly and Annual Financial reports.
8. Assist in preparing and compiling as well as monitor the Office's Annual Budget and Forward Estimates, including the Office's expenditure commitments throughout the year to ensure that Budgetary provisions in all vote items are within limits and that estimates reflect organisational objectives outlined in its Corporate and Strategic plans.
9. Monitor from time to time the Accounting System (MYOB) and the databases for the Finance/Investment division.
10. Assist in efficient management of the Office's Debt Recovery System.
11. Any other duties as directed from time to time by the Public Trustee.

Qualifications & Competencies Required (Selection Criteria):

1. A Bachelor's degree in Accounting. (Essential)
2. Professional membership in the Samoa Institute of Accountants (CPA) or equivalent professional body. (Essential)
3. Considerable financial management experience with strong analytical and reporting skills. (Essential)
4. Demonstrated ability to manage a debt recovery system. (Essential)
5. Sound computerised knowledge especially in Microsoft Excel & Microsoft Word. Experience with MYOB or other similar Accounting package is highly required. (Essential)
6. Proven practical experience of at least three (3) years in investment and financial planning. (Essential)

7. Proven experience/involvement in analysis of financial statements and preparation of appropriate recommendations. (Essential)
8. Proven experience/involvement in preparing Corporate Plans and Annual Reports. (Essential)
9. Must be honest, committed, a good team worker and keen to learn. (Essential)
10. Excellent customer service and communication skills in English and Samoan (both orally & written). (Essential)