

Ministry of Finance
Job Description

Position: Accounting officer Expenditure
Position Code: FI003208
Department: Ministry of Finance
Division: Accounts
Grade: A10
Salary Min: \$22,008 Salary Max: \$24,008
Responsible To: Mission Accountant (Operations)
Responsible For: As a member of the Accounts Division, contribute to the achievement of the division's outputs and the department's long term goals as stated in the Ministry's Corporate and Management Plans.

Primary Objective: To Process Creditors Payments

Position Responsibilities and Duties:

1. Compile and file documents and correspondences for future references and auditing purposes
2. Processing of creditors payment, including checking of payments from Ministries & Payroll resolving queries, processing and payment and releasing of cheques to suppliers
3. Assist in the Preparation of P5.
4. Assist in the managing of Petty Cash
5. Assist in the managing of the unit filing system to ensure proper system is in place to maintain and secure system files, vouchers and all correspondences.
6. Assist in the managing and monitoring of unposted batches.
7. Maintain and update work plans on weekly basis or as requested by the Principal Accountant, Payments or the ACEO Accounts and Reporting.
8. Provide on the job training to GOS staff
9. Training back up staff for all tasks
10. Assist with the review and update of the sections accounting procedures manual
11. Provide customer service to the GOS customers ensuring quality level of service is maintained at all times
12. Assist with the monitoring, review and reconciliation of Finance ONE data to ensure accurate and up to date

Qualifications & Skills Required:

1. A degree in Commerce/Business with an Accounting & Management body major or working towards being a member of a recognised accounting. **(ESSENTIAL)**
2. Proven experience in managing and operating computerised accounting systems and integrated computerised systems as well as advance knowledge of databases, spreadsheets and word processing **(ESSENTIAL)**
3. High level knowledge and understanding of government administrative, budgetary and accounting procedures **(ESSENTIAL)**
4. Excellent Customer service and communication skills (both English and Samoan - oral & writing) - **(DESIRABLE)**.
5. Ability to work as part of a team to achieve divisional outputs within deadline **(DESIRABLE)**.
6. Excellent supervisory, organising, and development skills **(DESIRABLE)**.