

**Ministry of Finance
Job Description**

Position: Accounting Officer
Department: Ministry of Finance
Division: Accounts
Grade: A10/L10
Salary Min: \$22,008 Salary Max: \$24,008
Responsible To: Management Accountant
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 prepare monthly/quarter reports for all Ministries revenue and expenses

Position Responsibilities and Duties:

1. Assist in the monitoring and the management of the balancing of the General ledger, cash ledger & subsidiary ledgers. In particular:
 - Loan ledger to General Ledger
 - Project Ledger to general Ledger
 - Account Payable to General Ledger
2. Assist in the processing of the General Journals. In particular:
 - Check all Journals for accuracy, validity, and supporting documentations
 - Input journals in the System and check accuracy of postings
 - Maintain the general journal documentation
3. Participate in and assist in advising of Ministries' monthly financial reporting with their enquiries functionality.
4. Assist in the planning and production of the Quarterly Reports and Public Accounts for whole of government.
5. Assist in the Preparation of withholding tax for creditors in accordance to the Ministry of Revenue Act requirement. (to be phased out)
6. Handle and resolve enquiries and complaints
7. Maintain and ensure the security of all documented and filed reports (ensure all reports are safely filed)
8. Assist in the preparation of the VAGST Return bi monthly basis on behalf of Government Ministries as per Ministry of Revenue tax requirements.
9. Maintain and update work plans on a weekly basis or as requested by the Principal Accountant, Reporting or ACEO, Accounts & Reporting.

10. Providing timely and courteous services to the customers of the Accounts and Reporting Division.
11. Provide back-up to other staff.
12. Training back up staff for all tasks of this position
13. Assist with updating of the Section policies and procedures manual
14. Assist Audit Office personnel with their queries and requests as and when required
15. Assist with the monitoring, review and reconciliation of Finance ONE data to ensure accurate and up to date.

Qualifications & Skills Required:

- A degree in Commerce/Business with an Accounting & Management body major or working towards being a member of a recognised accounting with at least 2 - 3 years of relevant working experience (**ESSENTIAL**)
- 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**)
- High level knowledge and understanding of government administrative, budgetary and accounting procedures (**ESSENTIAL**)
- Excellent Customer service and communication skills (both English and Samoan - oral & writing) - (**DESIRABLE**).
- Ability to work as part of a team to achieve divisional outputs within deadline (**DESIRABLE**).
- Excellent supervisory, organising, and development skills (**DESIRABLE**).