



samoa land corporation

Samoa Land Corporation Job Description

1. Job Identification

Job Title:	Team Leader Accounting Services
Department:	Corporate Service Department
Location:	SLC Headquarters at Tuanaimato
Reports to:	Manager Corporate Services
Direct Reports:	<ul style="list-style-type: none"> • Senior Accounts Receivables • Senior Accounts Payable • Accounts Payroll Officer

2. Job Purpose

This position is responsible for provision of an overall supporting role with financial services and assist Manager Corporate Services with managing business units to ensure delivery of cost-effective and efficient financial services within the objectives and policies of the Corporation and in accordance with legislative and statutory requirements.

3. Key Result Areas

- Planning / Policy Development
- Financial Management
- Staff Development
- Performance management
- Monitoring & Evaluation
- Reporting

4. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
PLANNING /POLICY DEVELOPMENT	<ul style="list-style-type: none"> • Assist with coordination and formulation of annual and corporate planning activities for the Corporation • Assist with developing mechanism to translate corporate plans into management and annual budget and reviews. • Assist with developing operational work plans for

Main Duties and Responsibilities	Deliverables / Outcomes
	Finance unit. <ul style="list-style-type: none"> • Assist with planning and forecasting on short, medium and long term organisational goals.
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Assist Manager Corporate Services with preparation of annual budget for the SLC for consideration and approval by the Board of Directors. • Provide with sound advice on the financial operations of the Corporation. • Assist with preparation and managing of and monitoring of capital and operating budget for the Corporate Services Department to ensure effective and efficient functioning and cost control. • Check payment requests, requisitions, etc. regarding expenditure. • Review accounting policies and procedures to ensure compliance with Financial Management Act and other relevant legislation of the Government of Samoa.
STAFF TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> • Conduct regular on the job training for the staff under supervision • Lead by example by portraying a professional and a positive attitude through excellent attendance and proactive approach. • Able to demonstrate creativity through realistic and achievable initiatives. • Supervise annual assessment and training needs for staff under supervision.
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> • Devise a schedule of work with targets for functional work areas and ensure that work targets are achieved. • Implement an effective and efficient systems for organisational, team and individual performance evaluation. • Conduct periodic evaluation of team and individual employee performance.
MONITORING AND EVALUATION	<ul style="list-style-type: none"> • Establish and monitor internal control systems for the effective and efficient management of accounts and SLC operations • Monitor compliance with accounting policies and procedures. • Assist with Developing a Monitoring and Evaluation (M&E) Framework for the Corporation, identifying and communicating KPIs for the various functional work areas. • Implement effective and efficient control systems for monitoring revenue and expenditures of the Corporation.
REPORTING	<ul style="list-style-type: none"> • Prepare draft monthly and quarterly reports for timely submission to the Manager Corporate Services to enable strategic planning among SLC management and staff. • Coordinate and compile month end process to provide accurate monthly financial performance reports. Compile quarterly and annual accounts

Main Duties and Responsibilities	Deliverables / Outcomes
OTHER	<ul style="list-style-type: none"> Any other duties as assigned by the Manager Corporate Services from time to time.

5. Working conditions

Work is performed usually indoors under normal work conditions in a quiet, clean and comfortable environment. Schedules are usually established and regular, usually 40 hours per week. The job incumbent might be occasionally required to work extended hours in the evening after usual work hours.

6. Physical requirements

Normal physical requirements. No prolonged sitting, standing or lifting of heavy objects required to undertake the role.

7. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education:	<ul style="list-style-type: none"> Minimum Bachelor degree in Commerce, Management or other relevant discipline. 	Accounting qualifications. Formal training in leadership and management.
Relevant Work Experience:	<ul style="list-style-type: none"> At least 5 years of relevant work experience. 	Proven experience with compilation of monthly and quarterly reports.
Specialised Knowledge (Technical Competencies):	<ul style="list-style-type: none"> Demonstrated ability in the operations and management of financial Services activities. Demonstrated ability to lead relevant reforms for service quality improvement as it pertains to financial Services activities and its contribution to the achievement of the Corporation's outputs as set out in Corporate. Plans. 	Sound knowledge of legislation governing the corporation's operations.

CRITERIA	ESSENTIAL	DESIRABLE
Skills and Abilities (Personal Competencies):	<ul style="list-style-type: none"> • High level of analytic and decision making skills. • Effective communications (oral and written) and interpersonal skills • Demonstrated personal integrity, strong work ethic and commitment. • Proactive identification of initiatives to improve existing policies and procedures. • Demonstrated skills with using computerized accounting softwares eg. Attache 	
Professional Certification:		Certified Practicing Accountant.

