**Job Description**



**Government of Samoa**

**MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT**

***Matāgaluega o Puna'oa Faalenatura ma Siosiomaga***

***--------------------------------------------------------------------------------------------------------***

***Position Title: Senior Accounts Clerk***

***Division/Section: Corporate Service Division/Accounts***

***Position Code: NE003293***

***Supervision Code: NE002461***

***Salary Grade: A05, $13,474 / $15,409p.a max***

***Location: Level 3, TATTE Building***

***Date:*** *23rd* July, 2020

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| Overview of Ministry |

***Sustainable Development of Samoa’s Environmental Resources to ensure a better quality of life for all its people***

More information can be found on our website at www. *[info@mnre.gov.ws]*

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| Purpose of Position |

To provide effective and efficient financial services and advice to the Ministry to enable the financial resource of the Ministry to be effectively planned monitored and reported upon.

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| Key Relationships |

***Responsible to: Principal Accountant***

***Responsible for: N/A***

***Functional relationships:***

*Internal:*

* *ACEO-CSD*
* *All Staff*

*External:*

* *Public*
* *MOF*
* *Audit*

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| Key Responsibilities |

**[Key Responsibility 1] -Analyse and Review Controls**

* Prepare Non Tax Revenue (NTR) analysis for outputs on a monthly basis
* Review internal controls for charging and collections NTR

**[Key Responsibility 2] – Reconciliation and do follow Ups**

* Conduct and facilitating recovery actions on uncollected debts
* Conduct reconciliation of all NTR transactions
* Update the database and reconcile with daily collections and online receipts

**[Key Responsibility 3] – Update Database and Posting on Finance One**

* Conduct daily posting of receipts online and prepare online lodgement for daily collection
* Update database and reconcile with daily collection and online receipts

**(Key Responsibility 4) – Responsible for all Revenue Records for Audit Purposes**

* Keep and update register of all accountable forms such as receipt books, sub-receipts books and TY76.

*Job Competencies/Specifications (sample only)*

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| **MERIT** | **Job Competencies** |  **Descriptors** |
| **SKILLS & ABILITIES** | 1.Basic Problem Solving Skills2.Communication & Presentation Skills | * Demonstrates basic problem solving techniques and common sense approach in problematic matters
* Understands and explain in a logical manner actions taken when dealing with a common problem
* Undertakes operational tasks and being able to resolve on the spot basic issues on operations or administration
* Communicates clearly in written and verbal
* Conveys and reports basic information on operational requirements and related issues
* Being able to apply logic to support and solve common issues in relation to assigned task
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| **PERSONAL ATTRIBUTES** | 1.Commitment & Personal Drive2.Integrity and Honesty | * Work effortlessly in any circumstances
* Committed to the work, team and organisation by cooperating in team activities and valuing the input of others
* Work together to achieve a common purpose
* Acts with integrity at all times
* Demonstrates transparency in work operations and being able to explain own actions
* Role models professionalism, and objectivity in approach to sensitive matters
* Presents and discloses authorised information where needed
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| **EXPERIENCE & PAST WORK PERFORMANCE** | * Relevant years of experience.
* Experience and knowledge in relevant area or as per job requirement
 | * At least 1 year working experience in Accounting and related area.
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| **QUALIFICATIONS** | * Relevant Tertiary Qualification/Fifth and Sixth Form passes
 | * PSSC with pass in Mathematics and Accounting
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**Job Analysis**

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| Position Title: | Senior Accounts Clerk  |
| Reporting to: | Principal Accountant | Job Status | Permanent  |
| Description of Job | To provide effective and efficient financial services and advice to the Ministry to enable the financial resource of the Ministry to be effectively planned monitored and reported upon. |
| Nature of work | Assist with all accounting works at the Expenditure side of the Accounts Section. |
| Work Hours per week: 40hrs per week | Work Timings: 9am TO 5pm |
| Roles and Responsibilities | Level of Responsibility | Deliverables |
| 1 | **Analyse and Review Controls** | High | * Prepare Non Tax Revenue (NTR) analysis for outputs on a monthly basis
* Review internal controls for charging and collections NTR
 |
| 2 | **Reconciliation and do follow Ups** | High | * Conduct and facilitating recovery actions on uncollected debts
* Conduct reconciliation of all NTR transactions
* Update the database and reconcile with daily collections and online receipts
 |
| 3 | **Update Database and Posting on Finance One** | High | * Conduct daily posting of receipts online and prepare online lodgement for daily collection
* Update database and reconcile with daily collection and online receipts
 |
| 4 | **Responsible for all****Revenue Records for****Audit Purposes** | High | * Keep and update register of all accountable forms such as receipt books, sub-receipts books and TY76
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|  Merit Components: **Skills & Abilities, Personal Attributes, Experience & Past Work Performance, Qualification.** |
|  | **Merit Factors** |  **Job Competency** |  **Descriptor** |
| 1 | Skills & Abilities | 1. Problem Solving Skills
2. Communication & Presentation Skills
 | * Demonstrates basic problem solving techniques and common sense approach in problematic matters
* Understands and explain in a logical manner actions taken when dealing with a common problem
* Undertakes operational tasks and being able to resolve on the spot basic issues on operations or administration
* Communicates clearly in written and verbal
* Conveys and reports basic information on operational requirements and related issues
* Being able to apply logic to support and solve common issues in relation to assigned task
 |
| 2 | Personal Attributes | 1. Commitment & Drive
2. Integrity and Honesty
 | * Work effortlessly in any circumstances
* Committed to the work, team and organisation by cooperating in team activities and valuing the input of others
* Work together to achieve a common purpose
* Acts with integrity at all times
* Demonstrates transparency in work operations and being able to explain own actions
* Role models professionalism, and objectivity in approach to sensitive matters
* Presents and discloses authorised information where needed
 |
| 3 | Experience & Past Work Performance | * Relevant years of experience.
* Experience and knowledge in relevant area or as per job requirement
 | * At least 1 year working experience in Accounting and related area.
 |
| 4 |  Qualification(s) | * Relevant Tertiary Qualification/Fifth and Sixth Form passes
 | * PSSC with pass in Mathematics and Accounting
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