**Job Description**



**Government of Samoa**

**MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT**

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

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***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 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 |
| **PERSONAL ATTRIBUTES** | 1.Commitment & Personal 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 |
| **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. |
| **QUALIFICATIONS** | * Relevant Tertiary Qualification/Fifth and Sixth Form passes | * PSSC with pass in Mathematics and Accounting |

**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 | | |
| 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 | | |