

MINISTRY OF FOREIGN AFFAIRS AND TRADE

Position: Senior Accounts / Administration Officer: Mission

Division: Corporate Services

Location: Main Office, Mataafa Fiame Faumuina Mulinu II Buiding, Apia

Salary Grading: A12 – A13 \$25,070 – \$30,114

Responsible: Principal Accounts / Administration Officer

Primary Objective: To provide efficient and effective financial, Administrative and Human Resource Management services for eight (8) overseas diplomatic missions.

Duties

1. Responsible for overall management of eight (8) overseas diplomatic mission accounts.
2. Prompt posting and checking of missions' acquittal reports in order to process bi-monthly advances to missions.
3. Do detailed computer posting for mission payment schedules in order to identify all mission expenditures by output.
4. Reconcile mission accounts with bank statements.
5. Check and match mission payments with bank statements.
6. Prepare computer monthly reports for all overseas mission expenditure.
7. Process invoices to organizations when they charge overseas missions.
8. Check and query any inappropriate or doubtful expenditure concerning mission accounts.
9. Prepare required cabinet submissions for overseas mission capital purchases.
10. Prepare and monitor overseas mission budgets.
11. Keep up to date leave cards for all posted staff.
12. Process matters regarding payment of allowances, etc of all posted staff.
13. Assist in verifying and clarifying overseas missions' responses to queries concerning their accounts.
14. Assist in preparing and monitoring Ministry's budget.
15. Attend Ministry of Finance discussions on overseas mission matters.
16. Provide reports on overseas mission fixed assets registers.
17. Assist with general administration of the Ministry.
18. Assist with preparing requisitions and payment vouchers for the Ministry.
19. Other duties as directed from time to time

Selection Criteria

1. Bachelor's degree in Accounting, Commerce, Administration, Business **OR** Diploma with 5 years experience. **(ESSENTIAL)**
2. At least three years experience in administration and/or accounts including budget preparation. **(ESSENTIAL)**
3. Experience in preparing and analyzing reports using Excel and other IT Tools. **(ESSENTIAL)**
4. Demonstrated leadership / supervisory skills and ability to work without supervision and exercise initiative in resolving problems. **(ESSENTIAL)**
5. Very good knowledge of policies, procedures and legislation governing public financial management and human resources (i.e. PFMA, PSC Act and related instructions and regulations). **(ESSENTIAL)**
6. Excellent written and oral communication skills in English and Samoan. **(ESSENTIAL)**
7. Good knowledge of the government accounting system (Finance One). **(DESIREABLE)**
8. Good knowledge of PSC Recruitment and Selection Manual and some understanding of HRM systems (RnS and People One) **(DESIREABLE)**

Contact Person:

Application forms and Job Description for the position may be uplifted from

Ministry of Foreign Affairs and Trade
Level 3, Mataafa Fiame Faumina Mulino II Building
Matagalalua, Apia

Phones 21171, 24870

Application: Only application using the Standard Recruitment and Selection Application Form and meeting all the Essential criteria will be considered for short-listing for the interview.

Applications are to be addressed to: The Chief Executive Officer, Ministry of Foreign Affairs and Trade, P.O. Box L1859, Apia

Closing Date: Late applications will not be considered.