



**Job Description
Principal Accountant
Division: Finance**

JOB DESCRIPTION

Job Title	Principal Accountant
Salary Range	\$58,304.00 - \$75,708.00
Location	Main Office @ Matautu-Tai
Hours of work	Monday to Friday, 9am to 5pm
Reporting to	AGM Finance to achieve desired outputs
Responsible for	Direct reports of 6
Contractual Status	Contract 3 Years
Primary Objectives	The Principal Accountant is responsible for the effective and efficient management of the day-to-day accounting and financial operations of the Corporation. Assist the AGM Finance in developing and implementing systems on internal controls for receipting, banking, payments, filing, analyzing and reporting financial information for Management decisions. Assist in preparation of annual budgets, financial statements (monthly and quarterly) and statutory reporting requirements (GST and Tax returns, etc.) Responsible for the day to day managing of direct reports.
Key Responsibilities, Tasks and Activities	<p>1. BUSINESS</p> <p><u>Petty Cash</u></p> <ul style="list-style-type: none"> ❖ Oversee the Petty cash process ❖ Ensure all petty cash claims and vouchers are in compliance with the PC process <p><u>Receipting</u></p> <ul style="list-style-type: none"> ❖ Ensure all public monies from MF, SL, HO and Pago are properly receipted, accounted for, checked and posted accurately in the system ❖ Recommend and implement proper controls for receipting process <p><u>Banking</u></p> <ul style="list-style-type: none"> ❖ Oversee banking process (ensure all receipted monies are deposited, intact and accurately at all SSC locations)

Payments

- ❖ Validate all invoices before processing for payment, check all payment vouchers and cheques issued

Internal Controls

- ❖ Ensure all existing systems of internal controls are adhered to at all times by all staff and functions
- ❖ Continuously review and implement controls to mitigate and minimize potential fraud risks

Manual – Accounting/Finance Manual

- ❖ Annually review the Manual and ensure all changes throughout the year are captured for AGM sign off

Processes & Policies

- ❖ Continuously update and document all relevant finance processes and procedures in place and ensure it aligns with the Finance Manual
- ❖ Ensure existing controls are reviewed regularly and aligned accordingly to operation changes from time to time

Pago Operations

- ❖ Manage the Pago operations from receipt books, receipting, payments, reimbursements to banking

Month End

- ❖ Oversee the month end process
- ❖ Ensure all sales, invoices, cheques and journal entries are posted by first day of the month
- ❖ Ensure all adjustments and tax journals posted by 2nd day of the month
- ❖ Close and roll over accounts by end of 2nd of the month

Reporting

- ❖ Monthly- Compile and prepare operational results and financial statements by the 7th working day of the month
- ❖ Quarterly – Compile and prepare quarterly accounts by the 10th working day
- ❖ Annually – Compile all working papers for financial statements and audit purposes
 - Assist AGM Finance with annual report compilations
 - Assist AGM Finance with budget compilations

Reconciliations

- ❖ Ensure reconciliations of balance sheet accounts as specified in the Finance Manual is prepared and reviewed accurately and ready for AGM Finance to sign-off by the 5th working day of the month

	<p><u>Company Plan/Budgets</u></p> <ul style="list-style-type: none"> ❖ Compile operational and financial data for budget compilations after every 3rd Quarter of the financial year <p><u>Filing</u></p> <ul style="list-style-type: none"> ❖ Proper filing system in place for all company documents <p>2. PEOPLE</p> <p><u>Manage direct reports</u></p> <ul style="list-style-type: none"> ❖ Lead and manage direct reports ❖ Continuously review performance and provide feedback for ongoing improvement ❖ Ensure staff issues and concerns are addressed properly and on time <p><u>Nurture Talents and Career Development</u></p> <ul style="list-style-type: none"> ❖ Proper trainings provided for all staff on role expectations and career development ❖ Ensure proper career plans and development are in place for direct reports ❖ Drive and develop team through coaching and mentoring to reflect SSC behavioral guidelines
Key Result Area (KRAs)	<ul style="list-style-type: none"> ❖ Assigned tasks and responsibilities performed with highest level on integrity and honesty ❖ Delivered all tasks accurately and within agreed timelines ❖ All data posted in the system verified and classified correctly in accordance with accounting standards and other relevant company laws and regulations ❖ Finance Manual and all finance procedures, processes, policies reviewed annually and aligned ❖ All balance sheet accounts reconciled as per set timelines ❖ All working papers for audit purposes properly filed and stored for audit and future references ❖ All issues raised from internal audit function addressed and closed off within agreed timelines ❖ No audit issues from end of year audit ❖ Obtain unqualified audit opinion for accounts
Selection Criteria (Person Specification)	
Skills & Qualifications	<ul style="list-style-type: none"> ❖ A minimum of a Bachelor's Degree in Accounting or Finance or Equivalent from a recognized University (Essential); ❖ Must be a registered member of the Samoa Institute of Accountants as a Public Accountant or equivalent or a member of other recognized Professional Accounting Bodies (Desirable); ❖ Sound understanding of Public Finance Management Act

	<p>2001, Public Bodies (Performance and Accountability Act 2001) and the Companies Act 2001 (Desirable);</p> <ul style="list-style-type: none"> ❖ Must have over 5 years proven practical experience in a Principal/Senior level (Essential); ❖ Must have basic to advance knowledge and understanding of ship management and shipping operations (Desirable); ❖ Must have excellent reporting and communication skills (fluent in both English and Samoan, spoken and written) particularly in regards to presenting financial results to management with the ability to read, analyze and interpret financial information for decision making (Essential); ❖ Must have strong organizational skills, ability to take a teamwork approach to build a constructive team spirit where team members are committed to the goals of the department by meeting multiple deadlines (Essential); ❖ Must be computer literate with demonstrated proficiency in the use of the Microsoft (MS) Office programs, MS Word and other accounting software (Essential)
<p>Continued Professional Development</p>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience</p>