# JOB DESCRIPTION

## Position Title: Assistant General Manager Finance

| | |
|---|---|
| **Division:** Finance Division | **Location:** Main Office, Matautu-tai |
| **Report to:** General Manager | **Contract:** Three (3) years |
| **Hours of Work:** Monday to Friday, 9am – 5pm | **Salary:** $94,624.24 per annum |

***SSC_HR_RnS02***

### Primary Objectives

Candidates in this role provides strategic leadership and direction to SSC's Finance Division, with accountability for the Corporation's financial planning, budgeting, reporting and controls. Advise the General Manager and Board on financial and commercial matters, oversee financial resources and risks, and drive financial performance and long-term sustainability to support the Corporation's corporate objectives and the delivery of safe, reliable and sustainable shipping services.

### Part A: Key Responsibilities, Activities, Tasks & Key Performance Indicators (KPIs)

| Key Areas of Responsibility | Key Activities and Tasks | Key Performance Indicators (KPIs) |
|---|---|---|
| 1. Financial Strategy and budgeting | 1.1 Lead annual operating and capital budgets with all divisions, aligned with SSC's Corporate Plan and service priorities.<br>1.2 Prepare financial forecasts and funding plans for fleet renewal, dry docking, maintenance and other commitments.<br>1.3 Review actual results against budget, explain material variances and recommend corrective action to the General Manager and Board. | • Annual budget and financial forecasts submitted by approved deadlines.<br>• Monthly variance reports identify causes, actions and responsible officers.<br>• Material funding gaps escalated promptly with options. |
| 2. Financial accounting and reporting | 2.1Oversee accounting records, month end close and independent review of bank, debtor, creditor and other balance sheet reconciliations.<br>2.2 Prepare complete annual financial statements and audit schedules under applicable accounting standards, including IFRS where applicable.<br>2.3 Provide monthly and quarterly financial reports, financial commentary for the annual report, and other decision papers through the General Manager. | • Monthly accounts and key reconciliations completed and reviewed within 10 working days of month end.<br>• Quarterly reports and audit ready annual accounts submitted by approved reporting deadlines.<br>• Material errors and reconciling items investigated and resolved or escalated. |
| 3 Cash flow borrowing and treasury | 3.1 3.1 Manage cash flow, working capital, approved bank accounts, deposits and foreign currency exposure.<br>3.2 Maintain a rolling periodic cash flow forecast, loan and lease schedules, and monitor repayment dates and financing conditions.<br>3.3 Advise on funding, investment and debt options; obtain required approvals before | • Cash flow forecast updated weekly and reviewed monthly with the General Manager.<br>• Repayments and covenant reporting completed by due dates. |

| | | |
|---|---|---|
| | commitments and liaise with banks and financiers through authorized channels. | • Liquidity risks and projected shortfalls escalated before commitments fall due. |
| **4** Revenue assurance and debt recovery | 4.1 Oversee independent reconciliation of passenger, vehicle, cargo, charter and other revenue across vessels, terminals and overseas services.<br>4.2 Match ticketing, manifests and cargo records to receipts, banking and ledger entries with Operations; control refunds, voids, credit sales and discounts.<br>4.3 Arrange risk based spot checks and cash counts; monitor aged debtors, collection action and proposed write offs within approved authority. | • Revenue reconciliations and cash counts completed under the approved control programme.<br>• Monthly aged debtor reports record collection actions and progress against agreed targets.<br>• Unexplained shortages and suspected irregularities escalated immediately. |
| **5** Expenditure payroll and procurement controls | 5.1 Control expenditure against approved budgets, financial delegations and procurement requirements; review supplier payments and commitments.<br>5.2 With HR and Payroll, verify payroll expenditure, approved changes and statutory deductions while maintaining separation of preparation, checking and approval.<br>5.3 Maintain creditor controls and supporting records, review purchasing exceptions and monitor supplier and contract obligations. | • Payments have supporting documents and approval within delegated limits.<br>• Payroll and statutory deduction reconciliations completed for each payroll cycle.<br>• Monthly creditor and commitment reports identify overdue items and budget pressures. |
| **6 Assets inventory and capital projects** | 6.1 Oversee fixed asset and inventory records, physical verification, valuation, depreciation, impairment and approved disposals.<br>6.2 Work with Workshop, Maritime and other divisions on vessels, spare parts, stores, fuel and shore assets; reconcile subsidiary records to the general ledger.<br>6.3 Monitor capital project spending, dry docking costs, leases, insurance accounting and claims, and grant or donor funded asset records. | • Asset and inventory control accounts reconciled monthly.<br>• Verification and stocktakes completed to the approved programme; differences investigated.<br>• Capital spending, grant conditions and material project variances reported on schedule. |
| **7 Compliance audit and financial risk** | 7.1 Maintain a compliance calendar for applicable public body, company, tax, payroll contribution and reporting obligations, including the Public Bodies (Performance and Accountability) Act 2001.<br>7.2 Coordinate financial reporting requirements with MPE and relevant agencies through the General Manager.<br>7.3 Liaise with independent internal and external auditors; maintain audit action and financial risk registers, update financial procedures and escalate suspected fraud or material breaches. | • Required financial returns and remittances submitted by due dates.<br>• Audit actions have owners and target dates; progress reported monthly and overdue actions escalated.<br>• Financial procedures and risk register reviewed at least annually. |

| | | |
|---|---|---|
| **8 Commercial costing and financial advice** | 8.1 Oversee vessel, route, voyage and charter costing, service profitability analysis and pricing advice with the Principal Cost Accountant and relevant divisions.<br>8.2 Assess fuel price, exchange rate, demand and service disruption scenarios; appraise capital investment, procurement and financing proposals.<br>8.3 Identify cost savings and financial impacts of formally approved community service obligations, and track outcomes of approved initiatives. | • Major pricing, charter and investment proposals include documented costs, assumptions, risks and recommendations.<br>• Service profitability and key cost drivers reviewed quarterly.<br>• Agreed savings and approved community service costs tracked and reported. |
| **9 Leadership systems and service continuity** | 9.1 Lead, supervise and develop Finance staff; allocate duties, set work plans and complete performance reviews and training.<br>9.2 Maintain secure accounting systems, access controls, audit trails and recovery arrangements with ICT; improve reliable financial data and reporting.<br>9.3 Maintain documented cover and handover for essential finance duties. Represent SSC, act as General Manager when formally appointed, and perform other related duties assigned within approved authority. | • Annual staff appraisals and development plans completed by due dates.<br>• Finance work plans, access reviews and continuity arrangements reviewed annually.<br>• Reports, agreed improvements and authorised acting duties completed to required standards. |
| **10 New IFRS, IASs and IASs amendments and implementations** | 10.1 Plan and proactively implement new changes and amendments of relevant IFRS, IASs and IASs.<br>10.2 Implement changes to existing control frameworks, policies, procedures, manuals and processes as result of amendments to financial reporting standards | • amendments implemented on time and successfully<br>• impacts communicated in advance for all relevant stakeholders and approved<br>• no audit issues or significant audit matters due to noncompliance and implementation of new and amendments to financial reporting standards |

## Part B: Merits and Selection Criteria

| | |
|---|---|
| ***Skills and Abilities*** | ✓ Demonstrated ability to lead financial strategy, planning and reporting; oversee financial statements, budgets, cash flow forecasts and management accounts; and provide strategic financial advice to the General Manager and Board.<br>✓ Strong knowledge of accounting standards, public body accountability, taxation, audit and procurement requirements, with the ability to strengthen financial governance, internal controls and risk management across the Corporation.<br>✓ Proven ability to evaluate the financial and commercial performance of vessels, routes and charter services, assess investment and funding |

| | |
|---|---|
| | options, and recommend strategies that support financial sustainability and corporate objectives.<br>✓ Demonstrated ability to guide the effective use and improvement of accounting systems, financial models and reporting tools, including Microsoft Excel and other Microsoft Office applications, to strengthen financial oversight, information integrity and strategic decisions.<br>✓ Excellent written and spoken English and Samoan, with demonstrated ability to present complex financial matters clearly, negotiate with key stakeholders, lead and develop teams, and coordinate strategic priorities across divisions. |
| ***Work Experience*** | ✓ At least five years of proven practical experience at management level in finance or accounting, including staff supervision, budgeting, financial reporting and audit coordination.<br>✓ Demonstrated experience managing cash flow, financial controls and competing reporting deadlines.<br>✓ Basic knowledge and understanding of ship management and shipping operations is required. Experience in shipping, transport, an asset intensive business or a public trading body is desirable. |
| ***Qualifications*** | ✓ A minimum of a Bachelor's Degree in Accounting or Finance, or an equivalent qualification, from a recognised university.<br>✓ Certified Public Accountant qualification, or an equivalent recognised professional accounting qualification such as Chartered Accountant, and current membership in good standing of the Samoa Institute of Accountants or another recognised professional accounting body.<br>✓ Relevant postgraduate study is desirable. |
| ***Personal Attributes*** | ✓ Integrity, accountability, impartiality and sound professional judgement in managing public funds and commercially sensitive information.<br>✓ Maintains confidentiality, declares conflicts of interest and acts within delegated authority.<br>✓ Works constructively across divisions, develops staff and delivers accurate work under pressure.<br>✓ Commitment to safe, reliable ferry services, financial sustainability and continuous improvement. |

***Continued Professional Development***

*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.*