



Job Description
AGM Finance
Division: Finance

JOB DESCRIPTION

Job Title	AGM Finance
Salary Range	\$88,300.83 <i>per annum</i>
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday, 9:00am to 5:00pm
Reporting to	General Manager/CEO
Responsible for	Finance Division
Contractual Status	Contract 3 Years
Primary Objectives	To manage and oversee all financial affairs of the Corporation's Finance Division. Responsible for budget planning, and provide proficient and professional financial advice for management to assist them in making best business decisions for the company
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none">❖ Manage, supervise and train Finance and Accounting Staff and reports to the GM on all matters pertaining to the successful operation of the Finance Division❖ Prepare and submit within deadlines complete full set of Annual Financial Statements for Management and Board❖ Prepare and submit Annual Budgets of the Corporation for Management and Board for approval to meet deadlines❖ Prepare statutory financial reports to satisfy Public Bodies Performance and Accountability Act 2001 requirements❖ Prepare Monthly and Quarterly Financial Reports for Management and Board❖ Monitor and control financial resources in accordance with budget allocations❖ Plan and coordinate spot checks and cash counts to ensure all revenues collected are accounted for❖ Liaise with auditors to ensure annual monitoring is carried out well❖ Prepare other related reports required from time to time for Management and Board decisions❖ Represent the General Manager/CEO and the Corporation in forums where necessary and carry on Acting General Manager in the absence of the GM

	<ul style="list-style-type: none"> ❖ Perform any other related duties that may be assigned by General Manager/CEO
Selection Criteria (Person Specification)	
Experience	<ul style="list-style-type: none"> ❖ Must have 5 years proven practical experience in a Management level ❖ Must have a basic knowledge and understanding of ship management and shipping operations
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 ❖ Must be a Certified Public Accountant and a registered member of the Samoa Institute of Accountants or other recognized Professional Accounting Bodies.
Key Competencies	<ul style="list-style-type: none"> ❖ Must have excellent reporting and communication skills (fluent in both English and Samoan, spoken and written) effectively compile financial reports for management and Board with informed recommendations. ❖ Must have strong organizational skills, ability to take teamwork approach to build a constructive team spirit where team members are committed to the goals of the Division and meet multiple deadlines ❖ Must be computer literate with demonstrated proficiency in the use of Microsoft (MS) Office Programs, MS Word and other accounting software
Continued Professional Development	<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 attribute and skills</p>