

Ministry of Communications and Information Technology

*\*Please address all correspondences to the Chief Executive Officer*

***Job Description***

***Position Title: Principal Accounts Officer***

***Division/Section: CSU***

***Salary Grade: A16 $55,431.00***

***Location: TATTE Building, Level 6 - Sogi***

***Date:***

|  |
| --- |
| Overview of Ministry |

More information can be found on our website at [www.mcit.gov.ws](http://www.mcit.gov.ws)

|  |
| --- |
| Purpose of Position |

To ensure based on effective planning and quality management that established outputs and associated targets of the Corporate Services division are achieved

|  |
| --- |
| Key Relationships |

***Responsible to: ACEO Corporate Services***

***Responsible for: N/A***

|  |
| --- |
| Key Responsibilities |

1. Ensure efficient and effective services to the Ministry in relation to areas such as:
* Financial management
* Human Resource Management and Development
* Asset Management and Performance Appraisal System for MCIT
1. Provide advice to ACEO Corporate Services on appropriate activities to support the achievement of the Ministry’s outputs performance targets particularly in the above functional areas.
2. Ensure Ministries compliance with Budget requirements stipulated under the Public Finance Management Act.
3. Coordinate the compilation of the Ministry Annual Report
4. Ensure the timely dissemination of accurate financial reports for output managers to monitor their financial resources.
5. Responsible for the development and implementation of the Corporate Services Division’s Annual Plans.
6. Assist in induction trainings for new recruits & respond on all HR matters
7. In collaboration with other divisions, ensure the effective implementation of Administration and Financial management policies through quality, timely monitoring with relevant recommendations further improvement.
8. Ensure effective coordination of the finance unit workplan in accordance to the Ministries key deliverables.
9. Assist the proper utilization and reimbursement of the Ministry petty cash
10. Ensure all public monies are properly receipted, accounted for, checked and posted accurately in the system and implement proper controls for receipting process
11. Ensure all existing systems of internal controls are adhered to at all times by all staff and functions
12. Provide expenditure report and disseminate to management on a quarterly basis.
13. Monitor accounts and payment process and all transactions posted on Finance One System.
14. Effective monitoring of Ministry account receivables.

|  |
| --- |
| Core Competencies/Selection Criteria |
| **Skills and Abilities** | ***Strategic Thinking**** Understands organizational direction and sets work tasks that align with the strategic objectives.
* Understands the relationship between self and organizational goals.
* Recognize impact of operational work on organization’s direction.
* Considers wide issues when assessing the impacts of issues.
* Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence.
* Determined and passionate in meeting operational goals and possesses a positive attitude towards change.
 |
| **Skills and Abilities** | ***Building and sustaining relationships*** * Commits to client service, builds and sustains relationships within the organization and across the public service.
* Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders.
* Capitalizes on diversity and supports interactions from different perspectives to enhance interactions at the divisional level.
* Encourages and motivates people to engage in continuous learning and in activities to sustain morale.
* Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.
 |
| **Skills & Abilities** | ***Delivers / achieves results / outcomes**** Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities.
* Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations.
* Adopts a planned approach to the management of programs and defines high-level objectives and supports translation into implementation strategies.
* Supports a culture of achievement and ensures planned projects / targets are monitored to achieve expected outputs.
* Strives for quality and ensure compliance with regulatory requirements.
 |
| **Skills & Abilities** | ***Leadership**** Shows ability to lead and manage planned targets with commitment to achieving same.
* Shows confidence and willingness to lead targets.
* Shows sound analytical and innovative skills and commitment in carrying out duties.
 |
| **Personal Attributes** | ***Commitment / Personal Drive**** Pursues work with energy and drive.
* Persevere to achieve goals in the face of resistance and setback.
* Consistently meets goals and pushes for results.
 |
| **Personal Attributes** | ***Integrity**** Widely trusted and seen as a direct and truthful individual.
* Presents truthful information in an appropriate and helpful manner.
* Work in a professional manner despite personal preferences.
* Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
 |
| **Personal Attributes** | ***Intellect and Judgment**** Applies intellect and knowledge to weigh up complex information and identify critical factors and issues.
* Explores options in full and makes sound decisions under pressure.
* Handles concepts and complexity comfortably and can communicate and summarize them effectively to others.
 |
| **Experience & Past Work Performance** | * At least 3-4 years of experience in accounting/administration work
* Understanding of government financial management framework, systems and procedures.
 |
| **Qualification** | * Bachelor Degree in Commerce majoring in Accounting or Economics from a recognized institution
 |