



Job Description

Finance Officer – Assets & Receivables

Purpose of Position

To ensure that the day to day accounting records related to fixed assets, stock and receivables are kept up to date on the accounting system (Including journals, posting and entries) and comply with the financial policies and procedures

Key Relationships

- Responsible to: Finance Manager, Head of Corporate Services

Key Responsibilities

Fixed Assets & Inventories

- Prepare and perform fixed assets stock-take on a quarterly basis
- Identify obsolete and misplaced/missing fixed assets and report to Finance Manager and Head of Corporate Services
- Prepare and perform inventory stock-take of playing equipment and uniforms on a monthly basis.
- Register and code fixed assets
- Prepare inventory control request .For example, variances write offs, disposals, obsolete and etc with supporting documents identified from the stock-take for approval as per delegated authority
- Prepare inventory journals for rectification based on approvals obtained and Finance Manager's review

Receivables:

- Request Finance Manager for Masterfile update
- Check necessary approvals are obtained and contracts are executed in order to raise invoices
- Raise invoices and credit notes. For example, invoice for use of facilities, charge back invoice and etc
- Send monthly statement of account to all customers with outstanding balances.

- Perform regular age analysis for non-receipts, delayed receipts and other irregularities
- Follow up for collection of payments and communicate with customers via phone, e-mail or mail
- Comply with financial policies and procedures to ensure that all accounts receivable transactions are accurately and properly recorded
- Ensure documents are properly filed
- Prepare adjustments and journal entries for review by the Finance Manager

End of month controls and reporting:

- Assist Finance Manager in reconciling all accounts as part of month end process

Audit and other reporting:

- Assist Finance Manager in preparing financial reports as requested by Head of Corporate Services and CEO
- Assist Finance Manager in preparing financial information and reporting for Executive committee meetings, congress and as required
- Assist in preparing the end of year GL accounts reconciliation prior to audit
- Assist in preparing the end-of-year financial reports as required by the FFS external auditors

Other:

- Other duties as directed by the Finance Manager and/or Head of Corporate Services

Selection Criteria

Qualification:

- Diploma in Business or Accounting

Technical Skills:

- Computer literate – Operate standard office computer applications and manage databases n spreadsheets
- Ability to establish and maintain effective working relationships
- Ability to multi-task, good planning & organisational skills
- Exceptionally organized and excellent time management skills
- Excellent record keeping and reporting skills
- Previous work and experience in a similar role
- Communication and Presentation – communicates clearly in English and Samoan, both verbal and written

Personal Attributes:

- Commitment and Personal Drive - Work effortlessly in any circumstances. Committed to work, team and organisation by cooperating in team activities. Works well with team to achieve a common goal.
- Exceptional work ethics

- Honesty - Acts with integrity at all times. Demonstrates precision when performing duties.
- Maintain professional conduct at all times

Remuneration

- Salary: Range from \$12,000p.a - \$18,000p.a depending on qualification and experience