

Senior Accounting Officer

Approved Job Description

1	Position Title	Senior Accounting Officer
2	Division/Section	Corporate Services Division
3	Salary Grade	A12/L12 (\$31,248-\$33,940 p.a)
4	Location	Savalalo
5	Date	July 2022
6	<p>Overview of the Ministry</p> <p>The Office of the Regulator was initially established in 2006 by the Telecommunications Act 2005 (TA 2005) to regulate the Telecommunications sector in Samoa. Its portfolio was extended via enactment of new associated Legislation (Broadcasting Act 2010, Postal Service Act 2010 & Electricity Act 2010 to include the regulation of broadcasting, postal service and electricity sectors. The Office's mandate is to implement the objectives as set out in Section 3 of the Telecommunications Act 2005, Section 3 of the Broadcasting Act 2010 and Section 3 of the Postal.</p> <p>Corporate Services Division in particular provides support in administration, and accounting, human resources and other corporate services to the Office</p> <p>More information can be found from our website www.regulator.gov.ws</p>	
7	<p>Purpose of Position</p> <p>To Assist the Assistant Chief Executive Officer-Corporate Services and Principal Accountant with the following:</p> <ul style="list-style-type: none"> • Procurement of goods and services • Accounts Payable • Accounts Receivable • Inventory & Assets Management • Financial record keeping • Budget Preparation • Organising workshops and staff travel • Preparing payroll and • Other related duties 	
	<p>Key Relationships</p> <p>Responsible to: ACEO-Corporate Services</p> <p>Responsible for: N/A</p> <p>Functional Relationship:</p>	

8	<ul style="list-style-type: none"> • Internal – Regulator, ACEO-Corporate Services, Principal Admin/HR Officer, Principal Accountant, OOTR Staff • External – PSC, MOF, Min MCIT Office, MPMC, MCIT, Licensees, Stakeholders
9	Key Responsibilities:
KRA (i)	Office Payments and Purchases
9.1	Assist with procurement of goods and services in line with Government policy
9.2	All payments are processed within seven days of receipt of invoices. Payroll payments are prepared correctly every Monday of pay week for Manager's review.
9.3	Payments for travel (local & overseas) prepared in accordance with governing policies-
9.4	Organize overseas TT payments
9.5	All finance records properly filed and archived when necessary. Easy access to records when required
KRA (ii)	Inventory & Asset Management
9.6	Maintaining of fixed assets register - All assets written off properly recorded for Manager's approval - Inventory fully stocked at all times (eg. Office stationery/general supplies)
9.6	All assets labelled
9.7	All assets written off properly recorded for Manager's approval
9.8	Inventory fully stocked at all times (eg. Office stationery/general supplies)
KRA (iii)	Budget Preparation
9.9	Assist ACEO and Principal Accountant with budget preparation
KRA (iv)	Prepare Payroll & Other Superannuation and Tax payments
9.10	Prepare Staff Payroll fortnightly, superannuation and tax payments (NPF Contributions/ACC levy/PAYE)
9.11	Prepare Withholding Tax payments and make copies of P5s for customers
9.12	Assist Principal Accountant to Prepare VAGST and file returns
KRA (v)	Invoicing, Receipting & Debt Collection
9.13	Preparing invoices for all licensees
9.14	Follow up outstanding debts regularly
9.15	Assist with internal invoice queries
9.16	Receipting of payments and ensure lodged with MOF on the same day. Monies receipted forwarded to MOF on date of receipt or next working day
KRA (vi)	Co-ordination of

9.17	- Awareness Programs
9.18	- Consultations
9.19	- Conferences
9.20	- Monitoring & Site Visits (Upolu & Savaii)
9.21	- Organize courier overseas for staff visa approval
9.22	- Media for office advertisements, notices and publication
KRA (vii)	Other
9.23	Other tasks as requested by ACEO Corporate Services
9.24	Represent OOTR at internal or external meetings
9.25	Assist principal accountant with queries during interim and final audits