

APPLICATION INFORMATION PACKAGE

1. How to apply

For your application to be considered, you must complete ALL requirements of the Application Package.

- ✓ Complete and signed the Application Form [Form 2]
- ✓ Provide recent Curriculum Vitae
- ✓ Certified all copies of academic qualifications and relevant training
- ✓ Written references from three referees including email addresses and telephone contacts

All incomplete applications will not be considered for shortlisting.

2. Submission of Applications

(i) All applications should be addressed to:

Chief Executive Officer
Development Bank of Samoa
DBS Building
Apia, Samoa

(ii) All applications for the position will be closed on Wednesday, 7 June 2023 at 4.00pm Samoan Time.

(iii) For more information, please contact Tiperia Talo on email tiperiat@dbsamoa.ws or telephone 22861 ext 205.

Late applications will not be considered.

Position title: Manager Finance

Organization: Development Bank of Samoa

Division: Finance Division

Vacancy Code: Finance_Manager_2023

Salary: M1 - \$90,067 per annum

Term: Contract for 3 years

Location: Main Office

JOB DESCRIPTION

RESPONSIBLE TO THE:

Chief Executive Officer, Development Bank of Samoa

POSITION PRIMARY OBJECTIVE:

1. The Manager of Finance is a key member of the Executive Management team. The primary responsibility is to plan, implement, manage and control all financial related activities of the DBS. This will include direct responsibility for accounting, finance, budgeting, strategic planning, asset management, capital analysis and compliance with financial reporting requirements.
2. Lead the effective coordination, implementation and delivery of the Divisions annual plan activities to advance and achieve the Banks mandate, vision and targets as required in the Corporate Plan 2021 – 2024.

GOVERNING LEGISLATIONS, POLICIES AND FRAMEWORKS

1. Development Bank of Samoa Act 2010
2. DBS Corporate Plan 2021-2024
3. DBS Staff Instructions
4. DBS Risk Management Policy
5. DBS Business Continuity Policy
6. Related DBS policies as directed from time to time
7. Government Policies and Directives

DBS_MANAGER FINANCE _2023

8. Public Bodies (Performance and Accountability) Act 2001
9. Public Finance and Management Act 2001
10. Statement for Development of Samoa (SDS) 2012-2016
11. Ministry of Finance Policies and Regulations
12. Central Bank Act and Prudential Guidelines
13. CBS Prudential Guidelines 2001
14. IFRS 2015

DUTIES & RESPONSIBILITIES:

Strategic Policy and Planning

1. Manage and monitor the financial management system of the Bank effectively and efficiently to support operations and reporting functions.
2. To provide sound advice to the CEO and the Board on loan portfolio matters that may have unfavorable implications to the Bank.
3. Provide leadership in the development for the continuous evaluation of short and long term strategic financial objectives.
4. Direct and oversee all aspects of the Finance functions of the DBS.
5. Prepare and manage budget process, spending and reporting.
6. Ensure effective internal controls are in place and compliance with regulations that governed the operation of the DBS
7. Evaluate and advise on financial impact of external interventions to operation and objectives.
8. Manage and oversee the financial system to ensure accountability and transparency in recording and reporting.
9. Report on any discrepancies and advise on appropriate action for immediate prevention and correction.
10. Manage and oversee asset management for proper recording and accounting.
11. Ensure reporting requirements internal and external are timely for informed decision making and compliance.
12. Lead coordination of engagement with external auditors to ensure reporting requirements are complied with.
13. Attend Management and Board meetings and advise on strategies to improve finances and performance of operation to achieve set targets.

14. Set annual Division and Staff performance targets in line with goals and objectives as outlined in the Bank's Corporate Plan.
15. Training and development of staff to strengthen their capability and attention to quality of work and performance.
16. Represent the Bank for speaking engagements on invitation and as required.
17. Ensure policies for effective and efficient management of finance are adequate and complied with.
18. Maintain strong relationships with key partners and stakeholders for continuity of assistance.
19. Diversify lending and source subsidized financing to increase lending opportunities.

Reporting

20. Prepare division Annual Budget, Annual Plan and set targets for Finance staff then monitor its implementation and review results.
21. Prepare financial reports for internal and external reporting.
22. Manage and mitigate risks of economic conditions, calamities and pandemics like Covid19 to operation and credit risks
23. Demonstrate sound financial management practices and processes to improve performance.
24. Manage and reduce the NPL level to improve the quality and performance of the portfolio.
25. Ensure reporting requirements for end-of-year audit is complied with.
26. Review and improve on the division's procedural manual to ensure effective implementation of activities
27. Serve as a key point of contact for the financial division and auditors.

Others

28. Evaluate the division's staff performance appraisals for the achievement of targets.
29. Coordinate with Corporate Services appropriate training programs to meet the skill needs of staff.
30. Other duties as directed by CEO and Board.

KEY DELIVERABLES.

1. Successful implementation and achievement of the Department's objectives and targets set out in the Corporate Plan 2021-2024.
2. Effective management of the banks financial resources to ensure financial commitments and covenants are adhered to and in compliance.
3. Improve financial performance to sustain operations.
4. Effective implementation of internal controls to monitor and manage financial processes to minimize or eliminate risks to the banks operations.
5. To ensure the overall financial management system of the Bank is managed and monitored effectively and efficiently to support operations and reporting functions.
6. Effective management and monitoring of internal and external financial and non-financial reporting requirements for compliance at all times.
7. Periodic review of the finance manual for updates and to ensure alignment with changes and priorities from time to time.
8. Timely response and implementation of course of action to resolve clients' complaints to improve internal processes and service delivery.
9. Successful implementation and achievement of the asset management objectives and targets for revenue generation.
10. Effective management and monitoring of fixed assets, maintenance, and disposal as per policies.
11. Full compliance with the procurement policy of DBS and the Government.
12. Successful implementation and achievement of activities to promote the mandate of the DBS, public awareness, and community development.
13. Effective management and monitoring of the bank's performance management process within due dates.
14. Effective management of Divisions' budget and delivery every year.
15. Achievement of monthly, quarterly and annual reporting requirements.

These key deliverables form part of the detailed KPIs required of this position as provided in the Corporate Plan 2021-2024.

SELECTION CRITERIA

This section is designed to capture the expertise required for the role at the 100% fully effective level (and does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through

experience or key skills, attributes, or job-specific competencies.

1. Skills and Abilities [Essential]

(i) Strategic thinking

- Understands DBS direction and aligns/translates strategic priorities into operational objectives and activities.
- Recognizes impact of DBS direction and role to Government, key stakeholders and community.
- Advise management and Board on broad/critical issues with financial implications to DBS.
- Ensure strategic and technical advise to the Board is accurate, timely and reflects best practices.
- Considers multiple perspectives when assessing impact of key issues and identifies viable solutions.
- Applies intellect and knowledge to assess information and identify critical factors and issues
- Demonstrate determination and commitment to deliver and achieve DBS objectives and divisional targets and ensure alignment with national frameworks and commitments
- Ability to identify issues and trends in order to anticipate change, provide comprehensive solutions and remedies, and influence the work of others to achieve targets.

(ii) Building and Sustaining Relations

- Is committed to client service, builds and sustains relationships within the DBS, across the Finance Sector, with stakeholders and the public.
- Consults widely to obtain buy-in, and draws on knowledge of work to foster teamwork and collaboration within the DBS and key stakeholders.
- Capitalizes on diversity and harnesses different perspectives to enhance the operation of the DBS.
- Encourages, motivates people, empowers, mentors, provides constructive feedback and recognizes success and engages in activities to sustain morale.
- DBS staff and management to engage and collaborate in sustaining morale and achievement of objectives and targets.
- Communicates with precision and confidence, clearly and in an articulate manner, and adapts methods of communication.
- Communicate effectively in Samoan/English both written and verbal in correspondences and reports at all levels of staff and governance.

- Strong interpersonal skills to manage relationships and engagement to influence active participation and to conform to DBS objectives.

(iii) Delivers/Achieves Results

- Focus on activities that supports and promotes DBS sustainability and streamlines processes to enhance operational efficiency.
- Monitors and manages resources for efficient utilization to revenue generation.
- Oversee and manage the implementation of multiple change initiatives and provide remedial solutions to drive the achievement of objectives and targets.
- Monitor and evaluate work progress to enhance effectiveness and efficiency.
- Fosters a culture of respect, trust, inclusiveness, collaboration and achievement amongst staff and management to ensure the realization of objectives and targets

2. Personal Attributes [Essential]

(iv) Integrity

- Exhibits and applies high level of integrity, respect and ethical principles.
- Is trustworthy and professional in approach to work, people and organization.
- Demonstrates professionalism and organization principles despite personal preferences
- Adheres to organization values of respect, ethics, collaboration, inclusive, trust, accountability and loyalty.

(v) Commitment and Drive

- Defines work in terms of action, results and time.
- Pursues success with personal energy and drive.
- Ability to anticipate obstacles and makes advance preparation to mitigate risks and implement appropriate course of action.
- High achiever with reputation of quality performance and success stories.
- Sets high performance standards for self and team to deliver and achieve objectives and targets.

(vi) Intellect and Judgement

- Demonstrates good judgment and timely response to address any situation impacting the role and work.
- Demonstrates sound analytical skills to evaluate options and recommend realistic, practical and timely solutions.
- Demonstrates experience in Finance management and systems, asset management and social responsibility.

- Demonstrates ability to Exhibits sound knowledge and intellect to handle and resolve conflicts/complex issues and situations.

(vii) Creative and Innovation

- Ability to develop new and innovative ideas and methodologies of doing things to enhance organizational and people effectiveness and efficiency.
- Ability to explore and search for innovation to raise profile and capability of The organization, internal processes and people management.
- Creates innovative activities that will strengthen staff collaboration, communication, teamwork and compliance with policies and procedures.
- Motivates others to enhance brainstorming and create solutions for the benefit of organization, people, stakeholders and community.

3. Experience and Past Work Performance [Essential]

- Advanced working knowledge and proven experience of not less than 7 years in the areas of finance, corporate financing, credit, cash flowing, problem-solving, auditing, risk management, international reporting standards, and management of a division.
- Extensive experience in leading or advising on strategic, business, and corporate planning with at least seven of those years at the strategic and senior advisory level
- Must be a member of the Samoa Institute of Accountants and a Chartered Accountant.

4. Academic Qualifications and Training [Essential]

- A Master's degree in Accounting, Finance, Public Management from a recognized tertiary institution.

5. Key Behaviors

All staff are expected to uphold DBS Values and Code of Conduct which are Key Behaviors forming part of our Performance Development.

- Valuing our People, Valuing our Workplace, Integrity and Service Delivery,