# JOB DESCRIPTION

**Position:** Finance Officer
**Code: DBS_1224**
**Salary:** G4/G6

**Department: Finance Division**
**Location:** Main Office
**Rate:** $21,307 – $36,870 p.a max

**Position Primary Objective:**

To ensure all cash receipts are properly recorded and accounted for in accordance with the Banks internal control procedures. To ensure payments are correctly processed on a timely basis.

**Duties & Responsibilities:**

**Payments**

1. Prepare PO in accordance with approved requests for all purchases and services
2. Check requisitions are properly approved and authorized before processing
3. Check loan file request disbursements for proper approval prior to release of funds
4. Reconcile clients' accounts and process refund
5. Prepare vouchers for local and overseas payment and ensure all supporting documents are attached
6. Reconcile payments and general ledger accounts on a monthly basis
7. Prepare cheques/Online Transactive payment for suppliers and clients and circulate for authorisation

**Receipts**

8. Receipt all cash receive from clients, automatic and manual
9. Check that loan repayments are properly approved and correct before processing and posting
10. Balance daily collection and prepare batch for senior officer to check and authorised
11. Conduct cash count of filed collection on daily basis & post receipts
12. Prepare lodgement and conduct banking
13. Reconcile Bank Account and sundries account on a monthly basis

**Reporting**

14. Prepare Ecopy of annual report data from previous years for decision making
15. Deliver cease/deduction authority to various institutions
16. File all receipts and relevant documents for internal & external references and verification
17. Post vouchers & prepare daily batches for senior officer to verify and authorise
18. Assist in payroll processing and asset management process
19. Assist in compiling monthly CBS reports and other related statute reports
20. Any other duties directed from time to time.

**Selection Criteria**

1. Must hold a Degree or higher qualification in Accounting, Economics, Banking, Finance or relevant field of study (essential)
2. Minimum 3 years relevant working experience (essential)
3. Committed, honest, reliable and can work under pressure and able to meet targets. (essential)
4. Possess good communication (written and oral) in both English and Samoan languages and good management skills (essential)
5. Must be a team player and contribute to achievement of Division overall objectives (essential)
6. Must possess good customer service skills (essential)
7. Knowledge of all legislations, regulations, systems and procedures guiding the Bank (desirable).