



**S A M O A F I R E A N D E M E R G E N C Y  
S E R V I C E S A U T H O R I T Y**

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**Position Description**

Position Title	Accounts/Administration Clerk
Salary	\$15,147.00p.a. (SAT)
Risk & Safety Allowance	\$800.00p.a. (SAT)
Division	Corporate Service Unit
Location	Apia Station, Beach Road Tauese, Apia Upolu

**Working Relationships**

Reports to	Principal Accountant, Manager: Corporate Services
Internal relationships	Office of the Commissioner, Fire Suppression & Emergency Response Services (Operations), Fire Safety, Awareness and Prevention Services (Safety)  SFESA staff
External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: <ul style="list-style-type: none"><li>• Other Government Ministries and Corporations</li><li>• Public</li></ul>

## **Position Objectives:**

To provide an effective and efficient financial administrative and logistic arrangement support to ensure the services delivery will meet deadlines and expectations of the Samoa Fire and Emergency Services Authority.

## **Position Duties and Responsibilities:**

- Perform daily bank deposits.
- Update and maintained data input of daily receipting and lodgements.
- Follow up outstanding invoices.
- Filing and registration of correspondences are done in a timely manner.
- Assist in administrative and logistics when required.
- Assist in preparation of payments, receipting, and payroll purpose.
- Assist in the data input of payment and payroll process.
- Adequately maintained the level of office supplies.
- Delivers correspondences and office documents
- Undertake other duties as required.

## **Experience and Behavioral Competencies – not limited to the following**

- Excellent (written and verbal) communication, reporting and presentation skills.
- Sound knowledge in Computing reporting software (Microsoft Office)
- Self-management skills (organization and time management).
- Excellent interpersonal skills.
- Ability to work well within a team and adapt to a challenging work environment

## **Personal Attributes**

- Maintain strict confidentiality in performing duties required by the Authority
- Can work under extreme pressure and unsupervised.
- Must be honest and trustworthy with strong moral ethics
- Must be respectful

## **Skills and Attributes**

- Well Organised
- Has Excellent time management and ability to work with minimum supervision
- Positive “Can Do” Attitude
- Valid Driver’s License

## **Education and Qualification**

- Certificate in Accounting or Management or relevant field of study
- Sound knowledge in Finance and Administration functions.
- At least three years working experience in related areas