

POSITION DETAILS

Title	Senior Finance Officer
Salary	\$35,000– \$45,000
Division	Finance and Administration Division
Term of employment	Full time – Permanent
Reports to	Manager – Finance and Administration Division
Job Description	The Senior Finance Officer will support the Division Manager in overseeing the financial and resource management of Samoa Business Hub (SBH) to ensure efficiency and effectiveness. The incumbent will also collaborate with other team members within the Division to achieve, and where possible exceed, the measurable outputs specified in the annual Business Plan.

KEY RESPONSIBILITIES AND DUTIES

Division Logistics and Support	<p>Annual Planning & Implementation:</p> <ul style="list-style-type: none"> Contribute to the development, review, and execution of the Division’s annual plan and calendar of activities, ensuring alignment with SBH’s strategic objectives. <p>Work Plan Support:</p> <ul style="list-style-type: none"> Assist the Division Manager in implementing the Division’s work plan, monitoring progress, and identifying areas for improvement or adjustment. <p>Special Project Fund Management:</p> <ul style="list-style-type: none"> Manage and oversee all funds related to special projects, ensuring proper allocation, expenditure tracking, and compliance with funding agreements. <p>Financial Reporting:</p> <ul style="list-style-type: none"> Collate, analyze, and prepare comprehensive financial reports for SBH contractual projects, ensuring accuracy, timeliness, and adherence to reporting requirements. <p>Proposal Preparation:</p> <ul style="list-style-type: none"> Assist in the development and preparation of funding proposals and budgets for special projects, collaborating with internal teams and external partners as needed. <p>Resource Allocation:</p> <ul style="list-style-type: none"> Work closely with the Division Manager to deploy financial resources efficiently, supporting the Hub’s operational and strategic goals. <p>Accounts Receivable & Payable Oversight:</p> <ul style="list-style-type: none"> Manage all accounts payable and receivable functions, including
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	<p>processing, reconciliation, and timely resolution of outstanding items.</p> <p>Confidentiality & Data Protection:</p> <ul style="list-style-type: none"> ▪ Safeguard the organization's value by ensuring the confidentiality and security of all financial and sensitive information. <p>Invoice Processing:</p> <ul style="list-style-type: none"> ▪ Process and follow up on invoices for all SBH services rendered, ensuring prompt payment and accurate recordkeeping. <p>Stakeholder Liaison:</p> <ul style="list-style-type: none"> ▪ Serve as the primary point of contact for other Divisions and external stakeholders on all financial and accounting matters, providing guidance and support as required. <p>Policy & Compliance:</p> <ul style="list-style-type: none"> ▪ Ensure strict adherence to institutional financial policies, guidelines, and relevant regulatory requirements, recommending updates as needed. <p>Expense Claim Verification:</p> <ul style="list-style-type: none"> ▪ Review and verify all expense claims, certifying correctness and ensuring that all required supporting documentation is complete and accurate. <p>Stock Management:</p> <ul style="list-style-type: none"> ▪ Lead and coordinate the bi-annual stocktakes for SBH in both Upolu and Savaii, ensuring accurate inventory records and reconciliation. <p>Internal Controls & Process Improvement:</p> <ul style="list-style-type: none"> ▪ Identify opportunities to strengthen internal controls, streamline financial processes, and enhance operational efficiency within the Division. <p>Capacity Building:</p> <ul style="list-style-type: none"> ▪ Support the training and development of Division staff on financial procedures, systems, and best practices. <p>Audit Support:</p> <ul style="list-style-type: none"> ▪ Assist with the preparation and facilitation of both internal and external audits, ensuring timely submission of required documentation and implementation of audit recommendations. <p>Financial Planning & Forecasting:</p> <ul style="list-style-type: none"> ▪ Participate in financial planning, budgeting, and forecasting activities, providing data-driven insights to support informed decision-making.
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Division Targets’ Delivery	<ul style="list-style-type: none"> ▪ Ensure the efficiency and effectiveness of the filing system for all divisional documents, maintaining organized and secure records. ▪ Support the preparation of proposals for special projects, including the development of financial components and supporting documentation. ▪ Assist the Division Manager in the preparation of annual accounts for audit purposes, ensuring all financial statements and supporting schedules are complete and accurate. ▪ Maintain the integrity and accuracy of financial data used in the preparation of audit reports and quarterly financial statements. ▪ Perform daily reconciliations of bank accounts, promptly investigating and resolving discrepancies. ▪ Prepare and submit monthly and quarterly budget performance reports, providing analysis and recommendations as needed. ▪ Manage, update, and regularly review the SBH Fixed Asset Register to ensure accurate tracking and reporting of organizational assets. ▪ Assist in the promotion and facilitation of hiring SBH assets, responding to inquiries and coordinating with potential clients.
Executive Support	<ul style="list-style-type: none"> ▪ Comply with internal control procedures in place to prevent fraud and mismanagement. ▪ General management of office and office supplies ▪ Provide relevant activities report. ▪ Works effectively with all stakeholders and customers. ▪ Fulfillment of additional duties as required. ▪ Undertake any other work as requested by the Manager – Finance and Administration Division
PERFORMANCE STANDARDS	
Key Performance Indicators	<ul style="list-style-type: none"> ▪ Ensure that the auditors’ annual audit report is free of management issues, reflecting strong financial controls and compliance within the Division. ▪ Guarantee the timely preparation and submission of financial acquittals for all special projects in accordance with donor or stakeholder requirements. ▪ Provide management with accurate and timely monthly and quarterly budget performance reports to support informed decision-making. ▪ Contribute to increased revenue generation by promoting and effectively managing the hire of SBH assets, leading to measurable growth in asset-related income.

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ELIGIBILITY CRITERIA

Education/Skills	<ul style="list-style-type: none"> ▪ Bachelor’s degree or higher qualification in Accounting, Finance, or a related field. ▪ Strong proficiency in computer applications, particularly XERO accounting software and Microsoft Office Suite (Excel, Outlook, Word, etc.). ▪ Excellent time management abilities with proven capacity to prioritize tasks and meet deadlines. ▪ Superior written and verbal communication skills, with the ability to convey complex information clearly and effectively. ▪ Exceptional listening and analytical skills, demonstrating attention to detail and sound judgment in financial matters.
Work experience	<ul style="list-style-type: none"> ▪ Minimum of seven (7) years of practical experience in a similar financial or accounting role. ▪ Demonstrated experience in preparing comprehensive financial reports and statements. ▪ Sound knowledge of International Financial Reporting Standards (IFRS) and prior experience using XERO accounting software is highly desirable.
Other skills	<ul style="list-style-type: none"> ▪ Demonstrates a high level of initiative and consistently drives performance to achieve and exceed objectives within the area of responsibility. ▪ Effectively plans and organizes work, anticipates potential risks, and sets clear, achievable goals to support the overall success of the team and organization. ▪ Proven ability to work collaboratively as an effective team player, contributing positively to team dynamics and fostering a supportive work environment. ▪ Communicates clearly and professionally, both verbally and in writing, with the ability to convey information to diverse audiences and actively engage in constructive dialogue. ▪ Holds a valid driver’s license with at least six (6) months’ validity, and is able to travel as required for business or operational needs. ▪ Demonstrates strong problem-solving skills and adaptability, with the capacity to respond proactively to changing priorities and challenges. ▪ Maintains a high degree of professionalism, integrity, and confidentiality in all aspects of work.