



Ministry of Police, Prisons & Corrections

Duty Statement and Performance Assessment

Position Title	:	Administration & Accounts Officer
Portfolio	:	Commissioner's Office
Section	:	Finance
Location	:	Police Headquarters
Salary Grade	:	\$26, 756.00 - \$29, 188.00 p.a
Report to the	:	Principal Finance Officer – Procurement & Payment

Primary Purpose of Role:

Performs a range of administrative and accounts office support activities under the Finance and Procurement Division

Duties:

1. Assist the Senior Finance Officers in collecting quotes for orders.
2. Prepare Purchase Orders for all divisions of SPPCS
3. Follow up invoices from relevant division or suppliers to process payments.
4. Record and update the creditor ledger on a daily basis.
5. Assist Senior Finance Officers to do spot check for the Ration and daily checking of bankings
6. Conduct daily delivery to MOF for all payments and follow up queries.
7. Assist the Senior Finance Officers in providing supporting vouchers for preparation of budgets.
8. Update filing of all accounts and administration record for Payments & Procurement Unit
9. Ensure office supplies and equipment are available for use at all times
10. Provide general administrative support to the team and to others as required
11. Other obligations delegated by the Principal Finance Officer.

Selection Criteria:

1. Skills and Abilities

- Good written and verbal skills in English and Samoan to satisfactorily compile and complete required reports on all administration and accounts
- Demonstrate excellent interpersonal and communication skills in a professional and disciplined manner to establish and maintain a safe working environment and ensuring rules/regulations are followed.

- Possess sound judgment to make decisions regarding work relating to administration and accounts with little confrontation as possible
- Ability to work effectively with staff, and contribute to team activities to deliver results, but at the same time is reliable to work with minimum supervision
- Excellent time management skills to assist with the ability to multi-task and ensure work expectations are achieved.
- Display good computer skills in both Microsoft Word and Excel

2. Personal Attributes

- High level of moral integrity and commitment to duty and service
- Show patience and tolerance when necessary, but at the same time be firm and assertive when the situation arises
- Model and promote positive attitude and values of a Public Servant

3. Experience and Past Work Performance

- Relevant work experience in similar role(s) in administration and accounts areas.
- In-depth understanding and experience of administration and accounts processes and practices
- Understanding of government legislations/policies/procedures/operations appropriate to the position

4. Qualification

- Minimum qualification of Diploma in Accounting/Commerce.