



Ministry of Police, Prisons & Corrections

Duty Statement and Performance Assessment

Position Title	:	Finance Officer – Procurement & Payment
Portfolio	:	Commissioner's Office
Section	:	Finance
Location	:	Police Headquarters
Salary Grade	:	PO54 \$30,063.00
Report to the	:	Principal Procurement & Payment Officer

Primary Purpose of Role:

To provide effective and efficient Procurement & Payment services to the Ministry in accordance with Government Procurement policies and procedures.

Duties:

1. Timely checking of requisition forms and supporting documents (TY11B, quotation, etc.) upon receiving a purchase request from an output Manager to ensure accurate Finance One account codes for expenditure and capital posting.
2. Implement the procurement process for the supply of all goods and services once requests are received to ensure the efficient flow and processes of TY11 payment vouchers.
3. Ensure that all TY11 forms for all payments are properly registered and numbered once they are received.
4. Process and issue electronic Purchase Orders upon approval of Requisition forms by the Principal Procurement and Payment Officer or authorized delegate.
5. Maintain proper register of purchase orders before releasing to divisions and assist in supplying of goods & services.
6. Check invoices against purchase orders before referral for payment.
7. Regular follow up of outstanding invoices from companies to ensure all transactions are paid accordingly.
8. Oversee proper documentation of all procurement vouchers for records and audit purposes.
9. Attend to answering queries from MOF & Audit.
10. Update the procurement filing system.
11. Assist in Forward Estimate Budgets preparation.
12. Any other duties as directed by Superiors from time to time.

Selection Criteria:

1. Skills and Abilities

- Excellent communication skills, oral and written in both English and Samoan.
- Must have very good computer skills in Microsoft Word and Excel.
- Must have good analytical and reporting skills.

2. Personal Attributes

- Acts with Integrity at all times.
- Familiar with the Code of Conduct.
- Work effortlessly in any circumstances.
- Must be a team player.

3. Experience and Past Work Performance

- At least 2 years of relevant working experience in accounting system.
- Sound knowledge and understanding of Finance One.
- Sound knowledge and understanding of *Treasury Instructions 2013* and *Public Finance Management Act 2001*.

4. Qualification

- Diploma in Accounting Commerce, Finance or Business or related field from a recognized University.