



Samoa Police Service

Duty Statement and Performance Assessment

Position Title: Senior Revenue Officer
Portfolio: Commissioner's Office
Section: Finance
Salary Grade: \$37,437.00
Location: Police Headquarters
Report to the: Principal Finance Officer

Primary Purpose of Role:

The Senior Revenue Officer ensures proper accounting, reconciliation and reporting of all receipts, cash and cheques received by the Samoa Police Service.

Duties:

1. Maintain the Revenue Ledger for all revenue collectors of the Ministry.
2. Prepare and submit to output managers monthly revenue reports.
3. Check and update Receivable filing system and Accountable Forms.
4. Assist with the compilation and monitoring of the Ministry's Forward Budget Estimates.
5. Assist in preparation of monthly financial reports, assessment, advice and recommendations for Executive on time.
6. Assist with the review and maintenance of the Chart of Accounts and financial activity structures.
7. Prepare accurate monthly Cash Books summary of collection and forward it to the Ministry of Finance no later than the seventh of each months.
8. Follow up of all Ministry debts and ensure proper recovery action is taken for overdue payments.
9. Prepare monthly revenue reconciliation and Journal Entries for revenue posting errors
10. Initiate/Participate in review of the financial accounting systems and internal controls of the Ministry and recommend improvements.
11. Ensure all financial documents mainly on Debtors and Ministry Revenue are properly documented for records and audit purposes.
12. Conduct spot checks internally to ensure existing financial legislations, policies and manuals are complied with.
13. Handover all cash and cheques on hand to the Principal Finance Officer for endorsement and overnight custodial.
14. Other duties as directed by the Principal Finance Officer or superiors.

Selection Criteria:

1. Minimum Qualification of a Degree in Commerce, Finance or any related field (Essential)
2. At least 3 years of relevant working experience (Essential)
3. Demonstrated ability to communicate effectively in oral and written (Essential)
4. Demonstrated ability to work in a team (Essential)
5. Must have good analytical and reporting skills (Essential)
6. Have very good computer skills in Microsoft word and excel (Essential)
7. Sound knowledge of Finance One System (Essential)
8. Sound knowledge of accounting procedures and Government financial management systems and procedures (Essential)