

UNIT TRUST OF SAMOA (MANAGEMENT) LIMITED

POSITION DESCRIPTION

Title:	PRINCIPAL ACCOUNTANT
Reports to:	Chief Finance Officer
Responsible for:	Senior Accountant, Accounts & Compliance Officer & Customer Service Representative.
Salary:	\$61,325.00 - \$81,228 per annum
Term:	Contract for 3 years
Special Condition:	Nil
Other benefit:	The successful applicant will also be entitled to staff benefits described in the revised Human Resource Management Policy (which is subject to change by the Board of Directors at any time) unless specified in his/her contract.

1. Position Overview

The Principal Accountant (PA) is responsible to the Chief Financial Officer (CFO) of the Unit Trust of Samoa (Management) Ltd & UTOS (the 'Trust'). The PA leads a team responsible for maintaining the financial system and providing budgetary and other specialist financial advice to the CFO, as well as daily reconciliations and monitoring of the cash flows and bank accounts.

The PA is also expected to be able to work in a challenging environment and be flexible in working with a team of dedicated individuals to achieve annual targets, mission and vision of the Company. The position will be for 3 years on a contractual basis.

2. Duties and Responsibilities:

Manage and Facilitate the Trust and the Company's Financial Controls:

- Oversee and enhance financial controls to ensure operations are efficient and effective.
- Assist with the calculation of the monthly manager's fee & unit prices.
- Daily registry checks/approvals for new accounts, unit sales and withdrawals
- Ensuring all financial transactions is carried out within the two MYOB accounting systems and any other system including monthly/year end journals.
- Safe custody of financial records and assets.
- Facilitate the Management Ltd and Trust audits.
- Initiating budget proposals and financial plans

- Preparing UTOS Management Ltd & UTOS Trust financial reports, and budget analysis for the CEO and CFO for reporting to the board as well as ensuring compliance with the IFRS reporting requirements, Trust Deed and all relevant legislations.
- Manage & monitor the cash flow forecasts of UTOS Management & UTOS Trust
- Implement foreign exchange risk mitigating strategies where appropriate
- Ensure expenditures are within budget allocations.
- Assist CFO with preparation of Annual reports (Trust and the Management Company).

Prepare Financial Reconciliations

- Monthly Balance Sheet reconciliations of both the Management & Trust.
- Monthly Bank Reconciliations (Trust/ Management)
- Liaise with the investment team in valuation and reconciliation of the Trust investment portfolio.

3. Position Specification

<i>Skills and Abilities</i>	<p><i>Strategic Thinking</i></p> <ul style="list-style-type: none"> • Understands organizational direction and sets work tasks that align with the strategic objectives. • High level knowledge of accounting standards & practices, preparation of financial statements, budgetary and accounting procedures. • Demonstrates an open-minded attitude when assessing a wide range of issues and impacts within a defined context. <p><i>Computer Literate</i></p> <ul style="list-style-type: none"> • Advanced knowledge of databases, spreadsheets, word processing, and computerized accounting systems. • Proven experience in managing and operating computerized accounting systems and integrated computerized systems. <p><i>Analysis and Auditing Skills</i></p> <ul style="list-style-type: none"> • Proven experience in the investment valuation and analysis. • Proven experience in auditing. <p><i>Building Relationships</i></p> <ul style="list-style-type: none"> • Customer Services oriented, effective service delivery. • Ability to work as a team member.
<i>Personal Attributes</i>	<p><i>Governance & Ethics</i></p> <ul style="list-style-type: none"> • Expected to uphold and reflect company’s values and Code of Conduct in day to day work. <ul style="list-style-type: none"> i. Honesty, ii. Service, iii. Integrity, iv. Transparency, v. Fairness, vi. Respect,

	<ul style="list-style-type: none"> vii. Accountability viii. Efficiency and effectiveness <p><i>Commitment and Personal Drive</i></p> <ul style="list-style-type: none"> • Should be able to demonstrate work commitment and personal drive. <p>Communication and Presentation Skills</p> <ul style="list-style-type: none"> • Able to communicate clearly in written and verbal English and Samoan
<i>Experience</i>	<ul style="list-style-type: none"> • At least five (5) years of relevant experience in accounting.
<i>Qualification</i>	<ul style="list-style-type: none"> • A minimum qualification of a Bachelor Degree Level of Accounting and Finance or in any relevant discipline from a recognize Tertiary Institution. • A member of the Samoa Institute of Accountants or similar overseas bodies.

Main outputs:

- Reconciliation reports for both Management & Trust accounts (monthly)
 - MYOB monthly & annual reports Management & Trust
 - Monthly financial statements for the Management & Trust
 - Management & Trust Annual Report.
 - Daily updated cash flow statement of the Trust.
 - Daily updated investment accounts.
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