



UNIT TRUST OF SAMOA (MANAGEMENT) CO. LTD

Job Application Form

From must be completed by all Applicants

Section 1: Position Details

Title: Principal Trust Accountant
Salary: Between \$61,325.00 to \$81,228.00 per annum
Term: Contract for 3 years

Section 2: Personal Details

Full Name:	Gender:
Mailing Address:	Contact Telephone No:
Contact Address:	Date of Birth:

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training History (Courses Relevant to Selection Criteria ONLY)

Course Title	Brief Description of Course	Date	Duration (in days/months)

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Section 5: Employment History

Current / Most recent Position

Employer's Name:	Date started:	Duration (in years):
Position Title:	Number of Staff report to you:	
Main Responsibilities:		

Next Previous Position

Employer's Name:	Date started:	Duration (in years):
Position Title:	Number of Staff report to you:	
Main Responsibilities:		

Next Previous Position

Employer's Name:	Date started:	Duration (in years):
Position Title:	Number of Staff report to you:	
Main Responsibilities:		

Next Previous Position		
Employer's Name:	Date started:	Duration (in years):
Position Title:	Number of Staff report to you:	
Main Responsibilities:		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Unit Trust Committee, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position.

It is the Applicant's responsibility to:

- 1. indicate aspects of their work experience which will indicate their ability to satisfy each criterion;**
- 2. complete this form in a true and accurate way (failure to do so will disqualify the Applicant); and**
- 3. supply supporting documentation should they be called for short-listed interviews.**

Note: If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this application form.

<p>1. Qualification</p> <p>I. A minimum qualification of a Bachelor Degree of Accounting and Finance or in any relevant discipline from a recognized Tertiary Institution. (Essential)</p> <p>II. A member of the Samoa Institute of Accountants and similar overseas bodies (Essential)</p>
<p>2. At least five (5) years of relevant experience in accounting. (Essential)</p>

3. High level knowledge of accounting standards & preparation of financial statements, budgetary and accounting procedures. (Essential)

4. Computer Literacy

- I. Competency in MYOB, MS Word and MS Excel software. (Essential)
- II. Demonstrated experience in managing and operating computerized accounting systems and integrated computerized systems. (Desirable)

5. Demonstrated strong communication skills (both in written and verbal English and Samoan) as well as the ability to develop relevant recommendations or make effective decision (Essential)
Demonstrated experience in investment valuation and analysis. (Desirable)

6. Demonstrated experience in investment valuation and analysis. (Desirable)

7. Understand various account categories and classes technical application. (Desirable)

Section 7. Knowledge of Language

Indicate your mother tongue by ticking a box below:		Speak	Read	Write
1. Samoan	<input type="checkbox"/>			
2. English	<input type="checkbox"/>			
3. Others (please specify): 1. 2.	<input type="checkbox"/>			

Section 8. Referees (Essential)

(An Applicant is required to provide three (3) written references from respected referees, two (2) of which are previous employers with their up-to-date contact details.

First and Last Name	Current Employer / Position	Telephone Number	Email Address

Section 9. Requirement for a Police Report (Essential)

All Applicants **MUST** provide a Police Report, together with this Application Form. **Applications without a Police Report will be rejected and will be returned immediately to the Applicant.**