JOB DESCRIPTION

I. Position Information

Job Title: Accounts Receivable Officer	**Current Grade:** L5-L8
Division: Investment and Finance	**Position No.** SLAC-21
Duty Station: Apia, Samoa	
Reports to: Senior Accounts Receivable Officer	

II. Context

The Samoa Life Assurance Corporation (SLAC), established since 1977 (under the Samoa Life Assurance Corporation Act 1976) as a State-Owned Enterprise (SOE), provides life insurance business in Samoa. The Corporation sells life insurance policies within the aim of encouraging long-term savings, and in case of death, provide for the financial protection of its policy members. It further promotes the economic livelihoods development of its members, and thereby contributes to the local economy, through loans on policies, and investment of surplus funds.

The SLAC is designated as a Mutual Public Body under the Public Bodies (Performance and Accountability) Act 2011, and as such, it is required to follow the requirements of the Public Finance Management Act 2001. It is further governed by the Insurance Act 2007, Financial Institutions Act 1996, and Labour and Employment Relations Act 2013. The Corporation is a member of the Finance Sector, and as an SOE, its governance is also directed by the Government's overall policy directives.

The Corporation is governed by a five-member Board of Directors that meet on a monthly basis. It is managed by a General Manager and a current workforce of permanent staff and contracted sales agents.

The Accounting Officer contributes to the achievement of divisional and corporate objectives and targets, through assisting with ensuring effective and efficient management of the finance and accounts of the Corporation.

III. Duties and responsibilities

1. Receive and follow up on daily bank statements to ensure they are received on time.
2. Summarise all bank statement transactions by source or type of receipt and provide the information to the Cashier for receipting through the Samoa Life Management System (SLMS).
3. Analyse, code and reconcile daily bank statement transactions.
4. Complete and update the Private Group Spreadsheets and upload it to SLMS for review on a daily basis.
5. Investigate and resolve unidentified deposits and other unreconciled transactions.
6. Monitor and review Savaii Agency cash receipts on a daily basis.
7. Review and verify client credit refund requests before approval.
8. Prepare, check and load/post adjustments in SLMS, ensuring all required supporting documents are

attached for review and approval.
9. Prepare payment vouchers for approved client credit refunds.
10. Coordinate and assist team members with transaction coding, posting and system-related matters.
11. Issue invoices for other sources of revenue, including tenants, space rental etc
12. Monitor and follow up the invoices for these 'other accounts receivable' balances in accordance with agreed terms and conditions.
13. Respond to enquiries relating to bank transactions, banking matters and private group accounts, tenants and keep supervisors informed and involved where necessary.
14. Reconcile monthly revenue summaries from all bank statements by receipt type.
15. Prepare information required for monthly bank reconciliations and Board reporting.
16. Any other duties directed by Senior Account Receivable Officer, Principal Accountant or ACEO Finance & Investment from time to time.

IV. Key Performance Indicators

- Timely and quality implementation of divisional activities against set work plans, timelines, and budgets, in line with the Corporation's corporate plan, policies and procedures
- Effective recourse management and resource mobilisation
- Quality and timely reporting
- Strong relations with internal staff, partners and stakeholders
- Regular and timely monitoring of activities
- Enhanced best practices and lessons learned documented and circulated
- Evidence of improvement in the Corporation's performance

V. Competencies

Core Values:

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies:

- Accountability
- Creative and Problem Solving
- Customer focused
- Promote value for money
- Promote efficient and effective services
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement and Relationship Building
- Business Development

Functional Competencies:

- Good policy and program/project formulation, implementation, monitoring and evaluation skills
- Good budget and finance skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings/ recommendations
- Capacity to manage priorities
- Strong organisation skills
- Good analytical skills

Attention to critical strategic issues and important operational details

VI. Recruitment Qualifications
1. Minimum Qualification of a Bachelor Degree in Accounting OR a Diploma in Accounting with 2 years of working experience. 2. Committed, can work under pressure and strong ability to achieve targets. 3. Possess excellent communication and accurate decision-making skills. 4. Must be a team player and contribute to the Finance team overall objectives. 5. Must possess Excellent customer service skills. 6. Proven working experience as an Accounting officer. 7. Excellent communication & writing skills both English and Samoan.