



ACCIDENT COMPENSATION CORPORATION

GUIDE FOR APPLICANTS

Position: Principal Accounts Officer

Purpose: This guide provides information about the process for the recruitment and selection of the Principal Accounts Officer within the Accident Compensation Corporation.

MAKING AN APPLICATION

GENERAL:

Your application for this position should include:

1. A short cover letter expressing interest in the position and an indication of when the applicant can start in the position if appointed;
2. A most recent curriculum vitae in three pages;
3. Complete referee details and authorization form;
4. Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (Certified copies are those that are seen and verified by an Officer of the Court as true copies of the originals);

CURRICULUM VITAE: Your CV should include:

1. Details of your work history, including the following information for every position held:
 - position title, employer and the dates you held the position
 - a list of achievements
 - a brief summary of key accountabilities

Certified copies of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application.

2. Contact details

REFEREE DETAILS:

Provide three (3) written references from three (3) referees dated within 12 months.

AUTHORIZATION FORM:

In signing the attached Authorization Form you are allowing the Board of the Accident Compensation Corporation or a designated representative to undertake the following checks:

- Approach in confidence the referees you have named and other people who have personal knowledge of you, to gather information related to your suitability for this appointment. You will be contacted if it is considered helpful to approach any referees not named in the application.
- Security checks from the Ministry of Police and general security clearance with other agencies will also be undertaken.

SUBMISSION OF APPLICATION & CLOSING DATE

Applications should be labeled:

PRINCIPAL ACCOUNTS OFFICER

and addressed to:

**The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA.**

Closing date of applications is Friday 19th May 2023 at 4:00pm



ACCIDENT COMPENSATION CORPORATION

JOB DESCRIPTION:

Position:	Principal Accounts Officer Accident Compensation Corporation
Responsible to:	Manager Finance and Accounts Accident Compensation Corporation

DUTIES AND RESPONSIBILITIES

Objectives and Scope:

The Principal Officer is accountable for the efficient and effective operation of the Finance and Accounts Division.

Duties and Responsibilities:

The Principal Officer's duties will include all relevant finance & other related duties associated with the work of the Accident Compensation Corporation, and includes but not limited to the following:

1. Monitor and evaluate strategies and targets of the Division set out in the Corporate Plan.
2. Review Bank Reconciliations
3. Prepare General Ledger Reconciliations for the preparation of Monthly and Quarterly Accounts.
4. Assist the Finance Manager with the preparation of monthly, quarterly and annual financial reports for the Corporation
5. Supervise the Accounts Section
6. Urgently report in writing any irregularities in the performance of duties and responsibilities noted in the Finance Division.
7. Analyze and review general ledger balances against annual budget and report it to Finance Manager for distribution to Divisional Managers
8. Assist in developing and maintaining financial databases, computer software systems and manual filing systems for the Accounts Team.
9. Supervise the input and handling of financial data and reports for the Corporation's Accounts Database.

10. Take turn in becoming Officer-in-Charge for the Division as delegated by the General Manager from time to time upon Manager's absence.
11. Interact with internal and external auditors in completing audits.
12. Recommend job training for the Division.
13. Attend to client queries of related nature.
14. Supervise Finance Account's Team and to provide the Manager of Finance with a staff succession plan.
15. Other relevant duties as assigned by the Manager of Finance.
16. Assist the taskforce in the promotion of ACC investments
17. Supervise and monitor the collection of debts from ACC Tenants at the Fugalei Market, ACC House and ACC Complex
18. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
19. Assist in establishing, maintaining and coordinating the implementation of accounting and accounting control procedures.

Essential Professional Knowledge and Experience

1. At least 5 years of responsible professional and managerial experience in a Ministry or Corporation or a recognized company or organisation; (Essential)
2. A minimum of a Bachelor's Degree majoring in accounting; (Essential)
3. Demonstrated ability and knowledge in strategic and analytical thinking, strategic planning and interpretation of accounting theories and expressing logical solutions quickly; (Essential)
4. Demonstrated ability in multitasking, time management, organisational skills; prioritizing tasks, report presentations and providing logical solutions to problems quickly. (Essential)
5. Demonstrated skills and knowledge in database systems; accounting software; audit purposes; (Essential)
6. Showed excellent command of written and oral Samoan and English languages as well as team work abilities; (Essential)

Term of Contract and Remuneration

The appointment is for a fixed contractual term of three years. Contract salary per year is \$60,672.00 and other benefits will be in the Contract and the Corporation's Staff Working Conditions Manual.

ACCIDENT COMPENSATION CORPORATION

AUTHORIZATION FORM

I, _____ (Applicant's name), authorize the Selection Panel for the above position to undertake all necessary background and verification checks in relation to my application for the position of Principal Accounts Officer within the Accident Compensation Corporation.

I can be contacted for all matters relating to this position on the following:

- Home/Work Address: _____
- Telephones: _____
- Emails: _____

Signature:

Date



ACCIDENT COMPENSATION CORPORATION

LEVEL 5, ACC HOUSE, APIA, SAMOA.

TELEPHONE: +685 23100

VACANCY: PRINCIPAL ACCOUNTS OFFICER

Applications are invited from interested, qualified and highly experienced persons for the above position within the Accident Compensation Corporation.

Principal Accounts Officer

Salary Grade: \$60,672.00 p.a.

The position is for a fixed contractual term of three (3) years. The application package can be uplifted from the Office of the Accident Compensation Corporation at Level 5, ACC Building.

Applications must be marked
"Principal Accounts Officer";

Please address and delivered to:

The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA

Applications will close on Friday 19th May 2023 at 4:00pm

The Application Packages can be uplifted from ACC Office, Level 5, ACC House, or via emails:
pito.lewers@acc.gov.ws or sina.eteuati@acc.gov.ws or call 23100.



ACCIDENT COMPENSATION CORPORATION

JOB APPLICATION FORM

Applications are invited from interested, qualified and highly motivated persons for the position of **PRINCIPAL ACCOUNTS OFFICER** within the Accident Compensation Corporation

SECTION 1: Position Details

Division: Finance Division	Due Date: 19 th May 2023 at 4:00pm
Position Title: Principal Accounts Officer	Salary Grade: Contract at \$60,672 tala per year

SECTION 2: Personal Details

First Name:	Family Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
e-Mail:	Phone No (1):	Phone No (2):

SECTION 3: Education - Provide Details in CV

Most Recent Qualifications	Major Area of Study	Institution Attended	Issued Date	Year Graduated

SECTION 4: Training History - Provide Details in CV

Courses relevant to Selection Criteria ONLY	Institution/Country	Dates

SECTION 5: Employment History - Provide Details in CV**Current / Most Recent Position**

Employer's Name:	Date:	Duration in Years:
Position Title:		Number of Staff:
Main Responsibilities:		

Previous Position/Employment

Employer's Name:	Date:	Duration in Years:
Position Title:		Number of Staff:
Main Responsibilities:		

SECTION 6: Selection Criteria

Please explain how you meet the below Minimum Requirements. Attach answers and supporting documents and labelled it "Section 6: Selection Criteria".

1.	At least 5 years of responsible professional and managerial experience in a Ministry or Corporation or a recognized company or organisation.
2.	Explain how your Qualification (Minimum of a Bachelor's Degree majoring in accounting) meets your skills and the job description.
3.	Demonstrate your abilities and knowledge in strategic and analytical thinking, strategic planning and interpretation of accounting theories and expressing logical solutions quickly.
4.	Demonstrate your ability in multitasking, time management, organisational skills; prioritizing tasks, report presentations and providing logical solutions to problems quickly.
5.	Demonstrate your skills and knowledge in database systems; accounting software; audit purposes.
6.	Showed excellent command of written and oral Samoan and English languages as well as team work abilities.

SECTION 7: Computer Skills & Competency

Indicate your level of competency: 1 means strong/advanced, 2 means good knowledge, 3 means basic knowledge and 4 means no knowledge

Computer Software	Competency Level	Other Systems	Competency Level
MS. Word		MS. Access	
MS. Excel		MS. Outlook	
MS. PowerPoint		Other (specify):	
MS. Publisher			

SECTION 8: Discipline Records Check

Do you have a discipline record, any criminal convictions, or any current legal proceeding against you? A Police Report will be requested if you are shortlisted for an interview.

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Section 9: Community Status

Outside the work environment, do you hold any position including matai titles associated with community services, and if so, please list:

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SECTION 10: Declaration of Three Referees

Please provide addresses and contact numbers of three Referees

Referee Name:	Designation:	Address/Contact Numbers:

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed in the ACC. If YES, please provide name(s) of your relation(s) and state nature of relationship.

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SECTION 12: Certification and Authorisation

I hereby certify that the information given in my Application is true and correct. I also give consent to conduct any character checks about me.

<i>Signature:</i>	<i>Date:</i>
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