



Job Description

MANAGER CORPORATE SERVICES DEPARTMENT

Position: Manager Corporate Services
Department: Finance and Commercial
Salary: \$90,067p.a
Term: Contractual (3 years)

Responsible to: General Manager - SAA

Primary Objective:

Reporting directly to the General Manager, the Manager of the Corporate Services is responsible for managing, leading, directing and implementing the following duties and responsibilities:

Responsibilities and Duties:

1. Responsible for carrying out analysis on complex resource management issues and initiatives that concern the organization, and prepare associated reports, correspondence, and submissions to Board/Management.
2. Ensure that the Authority finances are audited in a timely manner and kept in accordance with applicable domestic legislation, International Accounting Standards, SAA accounting Manual and SAA Policies and Procedures.
3. Ensure statutory financial reports are accurate and produced in a timely manner to enable external reporting requirements and Board/Management decision making.
4. Ensure the Authority's Fixed Asset Register and Fixed Asset Schedules are updated on a regular basis.
5. Manage the Finance and Commercial services in order to provide support and service to all of the Authority's services and key external stakeholders and manage the expenditure in a cost-effective manner.
6. Ensure that SAA revenue streams are well maintained and that debt owed to the SAA are collected in a timely manner.
7. Provide a high standard of leadership through communication and good people management to ensure that the Finance & Commercial personnel work efficiently and effectively.
8. Ensure the conduct of all aspects of the Authority and related airport development work complies with principles and practices of good governance.
9. Ensure the timely production of the Authority's Budget and that the departmental budgets are monitored on a regular basis.
10. Advise the General Manager and Management on issues relating to Finance including options available to the Authority.
11. Explore and identify potential areas that may generate additional revenues for the Authority.
12. In collaboration with Legal Services, ensure all Lease Agreements are current and that contractual obligations are adhered to.
13. Perform other related duties incidental to the work described herein.

Selection Criteria:

1. Tertiary qualification in Commerce, Business and/or other related field from a recognized training institution. (Essential)
2. A Certified Public Accountant or demonstrated substantial progression towards completing certification. (Essential)
3. A minimum of seven (7) years demonstrated experience at Assistant CEO/Manager level or at least ten (10) years of experience at Principal Officer level (Essential)
4. Demonstrated financial/accounting work experience with a high level of analytical and decision-making skills. (Essential)
5. Demonstrated high level of communication skills (verbal & written) in both Samoan and English. (Essential)
6. Established personal integrity and strong work ethics and commitment. (Essential)
7. A high degree of familiarity with key documentation guiding SAA's corporate organization (e.g. legislation, strategic plans and policies. (Highly Desirable)
8. Computer proficiency in MS, Excel, Access and other relevant applications. (Highly Desirable)
9. Evidence of highly developed research, analytical and reporting skills. (Highly Desirable)
10. Proficiency in strategic planning; development, costing and efficient implementation of annual budgets & work plans. (Highly Desirable)
11. Ability to produce high quality work outputs within required timeframes. (Highly desirable)
12. A pro-active and strategic thinker who is results driven. (Highly Desirable)