

**NATIONAL UNIVERSITY OF SAMOA**  
**JOB DESCRIPTION**

**FINANCE OFFICER (PAYROLL/PROJECTS)**

**Position No:** FIN06/10/11

**Division/Dept.:** Finance

**Salary Grade:** Grade 3 (Support Staff Salary Scale) \$15,350 - \$20,062

**Responsible To:** Director Financial Services

OBJECTIVES	STANDARDS
1. Information for new employees' salaries	<ul style="list-style-type: none"> <li>Receive and note for action, information for new employees' salaries &amp; wages from HR</li> </ul>
2. Employees' salary adjustments	<ul style="list-style-type: none"> <li>Receive and note for action, details for employees' salary adjustments</li> </ul>
3. Prepare payroll	<ul style="list-style-type: none"> <li>Prepare the payroll on a fortnightly basis – ensure all employees receive a copy of their payslip</li> </ul>
4. Filing payroll reports	<ul style="list-style-type: none"> <li>File hard copies of all payroll records and reports – ensure safe keeping of confidential records in a secure, safe location</li> </ul>
5. Note and action entitlements for resigned/retired staff	<ul style="list-style-type: none"> <li>Receive and note for action, information from HR (after being given the ok by the DF or ADF) for the preparation of entitlements for resigned/retired staff – check to ensure that entitlements are in line with policies per staff annual</li> </ul>
6. PAYE reconciliation	<ul style="list-style-type: none"> <li>Prepare PAYE reconciliation to be submitted to MOR with payment, on a monthly basis, no later than 14<sup>th</sup> of the next month</li> </ul>
7. Reconcile payroll figures	<ul style="list-style-type: none"> <li>Reconcile payroll figures for each budget holder on a monthly basis, for preparation of commitment returns</li> </ul>
8. Calculation of leave entitlement provision	<ul style="list-style-type: none"> <li>Request from HR all employees' leave balances at quarter and fiscal year end, and calculate leave entitlement provision for quarterly and annual financial statements</li> </ul>
9. Explanation for the movements in payroll	<ul style="list-style-type: none"> <li>Provide charts to SFO &amp; ADF of movements in payroll (salaries, NPF, ACC) every month, and provide explanation for the movements</li> </ul>
10. Monitor and prepare monthly reconciliations of project accounts	<ul style="list-style-type: none"> <li>In addition to payroll, monitor and prepare monthly reconciliations of project accounts to be forwarded to SFO &amp; ADF to check – ensure files are properly maintained</li> </ul>
11. Monitor and prepare monthly reconciliations of	<ul style="list-style-type: none"> <li>Monitor and prepare monthly reconciliations of conference accounts and other specialized accounts to be forwarded</li> </ul>

conference accounts	to SFO & ADF to check – ensure files are properly maintained
12. Reconcile VAGST	<ul style="list-style-type: none"> <li>Reconcile VAGST to be submitted to the Ministry for Revenues every two months (in the absence of FO (Receivables) – advise SFO &amp; Assistant Director regarding the status of VAGST</li> </ul>
13. Comply with policies and procedures	<ul style="list-style-type: none"> <li>Comply with all NUS administration and financial policies and procedures</li> </ul>
14. Other duties	<ul style="list-style-type: none"> <li>Other duties as directed by Director, Financial Services</li> </ul>

**Qualifications:**

- Diploma in Accounting or higher from the National University of Samoa or equivalent from another recognized institution

**Experience & Skills:**

- at least 3 years working experience in payroll preparation and reconciliation of VAGST returns
- must have knowledge of the Public Bodies Act
- must be familiar with the attaché accounting package or other similar accounting packages
- must possess excellent computer skills in Microsoft word and excel

**Personal attributes:**

- must be honest, reliable and be able to work with very minimum supervision.
- must have the initiative to perform duties within boundaries without waiting for direction.