

SAMOA WATER AUTHORITY.

Position Description

Position Title:	MANAGER- COMMERCIAL DIVISION
Salary Grade/Rate:	SpGr 2 \$92,769 per annum.
Status:	Contractual - 3years
Responsible to:	MANAGING DIRECTOR
Division:	Commercial Division

Position Overview:

Responsible to the Managing Director for the effective management and efficient financial management as well as sound management and coordination of resources and established roles of the Commercial division of the Authority.

- To provide and manage a comprehensive proactive accounting and financial control support function to all business activities within the SWA.
- To provide expert financial advice, ensure financial governance and deliver required financial reporting for SWA
- To ensure appropriate statutory, tax and accounting aspects of SWA reporting is maintained and completed in-line with statutory requirements.
- To play an active role in contributing to the financial and operating performance of SWA - including Regulatory Reporting.

Duties & Responsibilities:




1. Effective management and integration of the staff, budget, activities and programs of the following units within the Commercial Division of the Authority;
 - Customer Services Unit
 - Billing Services
 - Disconnection and Reconnection Unit
 - Accounts
2. Outline the corporate financial goals for consideration by the SWA Management Team and provide sound advice on financial implications of corporate and technical intentions of the Authority.
3. Ensure that the SWA meets its statutory financial reporting obligations and conforms to financial performance indicators required by Government and donors.
4. Provide support for projects, contracts and other financial commitments of SWA
5. Monitor and analyse the financial performance of the organisation to determine achievement of targets, identify significant variations (if any) and account for the cause of variations. This includes improved billing efficiency and recovery rates.
6. Provide full financial support to SWA of Statutory and regulatory accounts and regulatory reporting.

- Annual budgets and budgetary control of revenues, operating costs and capital programme.
 - Monthly management accounts, forecasts, performance analysis and project work
 - Capital programme monitoring, related taxation, finance leasing and government grants and capital income
 - Fixed asset accounting including fixed asset registers
 - Balance sheet and cash-flow reporting, forecasting / modelling and budgeting and ensure this is appropriately included with SWA reporting
 - Responsibility for purchase ledger, supplier payment and sales ledger
 - payment processing and control.
7. Ensure enforcement of robust and fit for purpose financial controls, systems and processes to drive required financial performance.
 8. Proactively identify and advise on opportunities to improve the efficiency and financial performance of SWA
 9. Build a strong customer focus within the Commercial Division to ensure that any and all customer related issues are dealt with promptly and fairly and to ensure that the reputation of the SWA with its customers is enhanced.
 10. Ensure efficient and accurate reading of customer meters on a monthly basis and that customer bills are distributed in a timely manner.
 11. Develop and monitor effective debt recovery mechanisms to improve the Authority's cost recovery efforts and programmes.
 12. Monitor the activities and service provided by the Stores operation to the rest of the organisation and ensure that stock levels are appropriate at all times.
 13. Work with Management to modify or enhance their divisional budgets to meet targets specified in the divisional and corporate plans.
 14. Submit, present and advise the Board of Directors on financial information to assist the Board to make sound and financially viable decisions.
 15. 1S. Develop, implement, monitor and review the Divisional Plan, Divisional budget, policies and standards and ensure that Divisional operations comply with the same.
 16. Monitor and ensure the effective management and operation of the Daffron system in collaboration with the CIT Division.
 17. Contribute to the overall effective management of the Samoa Water Authority by actively participating in meetings (internal and external) and reporting to Management and Managing Director.
 18. Effectively manage, lead and motivate the Division with credibility, energy, enthusiasm and decisiveness.
 19. Work effectively with the SWA Management Team ensuring strong financial governance and oversight on all regulatory requirements, changes and reporting.
 20. Work effectively and liaise with external and internal auditors.

Position Requirements:

1. Minimum qualification of a Degree in Accounting, Financial Management or any other related Commercial discipline. A Certified Public Accountant is preferred but not essential.
2. At least 7 years relevant experience in any or all of the following:
 - Financial management,
 - Customer Services Management,
 - Strategic planning and general management.
3. Demonstrated capacity to plan, organize and manage multiple and shifting priorities and to work within deadlines and budgets and established ethical work standards.
4. Demonstrated. capacity to develop effective working relationships with stakeholders and other Government entities and have excellent written and oral communication skills in English and Samoan.
5. Must have good understanding of rules, guidelines and procedures of different donor funding organizations.
6. Must have good understanding of the Government Planning Framework
7. Sound knowledge of all relevant legislations and regulations governing the Authority's operations and financial performance in particular the Samoa Water Authority Act 2003, the Public Bodies (Performance & Accountability) Act 2001 and the Public Finance Management Act 2001 as well as relevant regulations such as Treasury Instructions applicable to SWA.
8. Sound practical knowledge of computer programs such as MS Office.
9. Ability to analyse and write repom with excellent analytical and report writing skills.
10. Demonstrated capacity to effectively manage financial, human and technical resources.
11. Must have excellent leadership and people management skills.
12. Personal integrity of the highest order with a clean Police record and good standing with accounting profession.
13. Ability to drive and must have a current driver's license.

All signatures to be completed prior to filing.

	Name/Signature	Date
Prepared by:	 _____ Ruby Sheek MANAGER CM	18/12/2023 -----
Reviewed by:	 _____ Papalii Liufau Ioata Tanielu LEGAL CONSULTANT	18/12/2023 -----
Approved by:	 _____ Fuimaono Dominic Schwalger MANAGING DIRECTOR	18/12/2023 -----

