

ELECTRIC POWER CORPORATION



"The Power for a Nation"

HR-RSA 403(ii) ver.02

I N S T R U C T I O N S

The application pack contains the application form, job description and selection criteria.

Applicants must:

1. Complete the application form;
2. Address as part of the application form how they have met the position essential selection criteria through work or life experience;
3. A complete curriculum vitae of not more than 3 pages
4. Attach all supporting documents as part of the application including a copy of the Covid-19 card; and
5. Submit the application and all supporting documents before the closing date and time.

The Application and all supporting documents must be clearly marked **"Application for Supervisor Financial Reporting "** and addressed to:

The General Manager
Electric Power Corporation
Main Office,
5th Floor, TATTE Building, Sogi

Applications are to be delivered to the HRM Section of the Corporate Governance Division, EPC Main Office or via email to matamuf@epc.ws on or before Monday 21st October 2024 @ 4.00pm.

Incomplete and/or late applications will not be considered.

Further Information: Please contact the HRM Section of Corporate Governance Division on phone 65 554 or 65 520.



Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office	<input type="text" value="EPC"/>
Position Title	<input type="text" value="Supevisor Accounts / Financial Reporting"/>
Position Code	<input type="text" value="FC-C3-FI"/>

Demographics – please tick the appropriate box:

Gender Female Male

Nationality Other Other (please specify)

Current Employment Status – please tick the appropriate box that describes your current employment status

Internal (Same Ministry)
 Other Public Service/Government Ministries/Office
 Employed in SOE/Public Bodies
 Employed in Private Sector

NGOs
 Not Employed
 Self Employed
 Studying
 Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

PSC Website

Ministry Website (please specify)

Local Paper (please specify)

PSC/Ministry Noticeboard (please specify)

Word of mouth/Friends/Family Member

Other (please specify)

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Ministry/Office has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title:	<input type="text" value="Supevisor Accounts / Financial Reporting"/>	Position Code:	<input type="text" value="FC-C3-FI"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Supervisor Accounts/ Financial Reporting	Position Code: FC-C3-FIN
Position Grade: A13/L13 contract 3 years	Salary Grade: \$ 75,332 p.a
Location: Level 5 - TATTE Building SOGI	
Reports to: Chief Finance Officer / Manager Finance & Commerce	
Review by: MFC	Date: September 2024

VISION 2025

“To be a sustainable, affordable and resilient electricity provider”

MISSION

provision of quality electricity through efficient customer services, innovation, sustainable and climate resilient infrastructure in partnership with stakeholders

The Electric Power Corporation (EPC) was established in December 1972 and has coverage of power to around 98% of the country. The legal mandate of EPC is to sustainably generate, transmit, distribute and sell electricity to the people of Samoa at the lowest possible cost. EPC is to also deliver optimum energy solutions in a customer-friendly manner through innovative use of all types of energy sources in Samoa giving first priority to renewable energy.

EPC plays a vital role in the development of Samoa and ensures that the Government’s number one priority for infrastructure in the energy sector is realised through:

- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

Amidst many challenges, EPC continually strives to improve its overall performance to fulfil its core functions and strategic results to all its stakeholders in Samoa.

VALUES

Passion for excellent customer service

Respect for all stakeholders (customers, staff, government, donors, community) and the environment

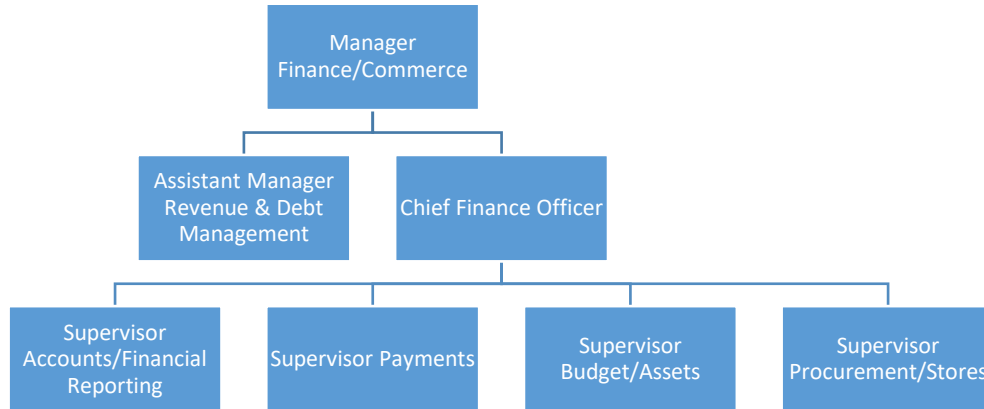
Integrity. Absolute and honesty in everything we do

Innovation. Always looking for better and economical ways of doing things

Delivery. Do everything with enthusiasm and determination and in consultation

Empowerment. Encourage all staff to be accountable and transparent with what they do

STRUCTURE OF FINANCE/COMMERCE DIVISION



SUMMARY OF THIS POSITION

This role prepares monthly, quarterly, and annual financial statements for management, the Board, and other stakeholders to support decision-making. It collaborates closely with other Finance and Commerce supervisors, as well as technical managers, to provide end-of-period data for financial and statutory reports. Additionally, the position works with the CFO and Finance Manager on tasks like account reconciliations and audits.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Prepare daily/monthly financial reports
- Monitoring and supervision of accounts/financial reports

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1 Assists in preparing daily and monthly progress invoices for all work performed during the implementation of all Capital Projects/Donor-funded projects in EPC	1.1 Develops and manages appropriate financial accounting records for all subprojects and any other programs as deem necessary 1.2 Prepares projects and programs financial reports in accordance with procedural and reporting requirements 1.3 Reviews subcontract terms to ensure prompt payment of invoices upon approval 1.4 Plans project budget needs by analysing	Timely submission of monthly/quarterly and progress reports when and as requested.

	<p>program plans on both short and long term basis</p> <p>1.5 Maintains project budgets and analyses any project variances</p> <p>1.6 Prepares final invoice package containing draft and final invoices for all billable projects for the Project Manager to review and verify, including all applicable backup for approval by the relevant authorities</p> <p>1.7 Prepares billings, records all costs, and processes all withdrawals associated with the PSEP</p> <p>1.8 Maintains the billing folders for all projects with all the appropriate documents, including expenses, consultancy invoices and monthly invoices in accordance with standard procedures</p> <p>1.9 Maintains accuracy in cash expenditure data and assures that the controls are strictly followed</p> <p>1.10 Responsible for all cost accounting on multiple subprojects administered under the PSEP</p> <p>1.11 Provides the Finance team or Accounts Payable team with advice on the Corporation's billing relative to Consultant invoicing and reimbursable expenses</p> <p>1.12 Monitors and evaluates utilization of funds against work plans and budgets</p>	
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	<p>1.13 Prepares quarterly and annual financial accounts reports, ensuring that all necessary supporting documents are intact</p> <p>1.14 Provides year-end support of auditor requirements which may include research and reconciliation</p>	
<p>2. Play a leading role in the preparation of Financial Reports</p>	<p>2.1 Assists the Finance team with the reconciliation of general ledger accounts that are required for preparing financial statements such as Fixed Assets, Capital Work progress, Depreciation Charges, Interests and Principal Loans</p> <p>2.2 Reconciles monthly general ledger accounts in particular, Bank Accounts, Balance Sheets Accounts, etc. for the timely preparation of annual accounts</p> <p>2.3 Monitors the daily and monthly cash flow forecast;</p> <p>2.4 Monitors the existing accounting system and if required, outlines discrepancies, recommends any corrective actions, and suggests changes for improvement;</p> <p>2.5 Makes the appropriate adjustments to the General Ledger accounts number for payment processes or expenditure accounts;</p> <p>2.6 Assists in the supervision of the compensation process, including monthly</p>	<p>Timely submission of required works</p>

	<p>payroll, bonus and deferred compensation plans;</p> <p>2.7 In collaboration with CFO, draft financial reports for Management, Board and for legislative requirements.</p> <p>2.8 Provide advice on financial implications of EPC policies/strategies under consideration</p> <p>2.9 Other duties as directed by the CFO and Manager from time to time</p> <p>2.10 Performs any additional duties/assignments relevant to the position or as directed by the Project Leads and Manager Finance and Commerce from time to time</p>	<p>Timely submission of draft Management, Board and Statutory reports on monthly and annual basis for CFO and Manager approval</p> <p>Provide financial information and analysis as requested</p> <p>Draft Annual Financial Statements for CFO verification</p>
3. Draft Accounting Procedures	3.1 Assists-in the development and implementation of internal accounting/financial processes to ensure financial recording and compliance with established accounting standards and procedures;	Draft Accounting Manual for approval
4. Provide guidance for reports preparation and reconciliations.	4.1 Conduct training on reconciliations and accounting/financial procedures	Training delivered to Management and relevant staff
5. Performance monitoring/ assessment and capacity building	<p>5.1 Prepares all requirements of the Performance Management Framework</p> <p>5.2 Undertakes assessment of permanent staff under their supervision</p>	<p>Timely submission of requirements for the PMF</p> <p>Timely submission of performance assessments as required</p>

SCOPE:

	\$ Direct	\$ Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
ALL Staff	ADB, MOF

SELECTION CRITERIA**Skills and Abilities**

- i. Demonstrated knowledge and experience in the compliance donor agencies procedures, Ministry of Finance Policies and Regulations or ability to acquire those within limited time period (Essential)
- ii. Demonstrated knowledge and experience in the compilation of statutory Financial Statements (Essential)
- iii. Demonstrated skills and experience in working under limited supervision, in a team environment can manage multidisciplinary issues and tight schedules (Essential)
- iv. Demonstrated knowledge and experience in managing people, creating and maintaining sound working relationships with stakeholders (Essential)
- v. Extensive knowledge and experience of computerised accounting systems for the preparation of project accounts and other financial reports to comply with international financial reporting standards (IFRS) (Essential)
- vi. Ability to keep information private and demonstrated understanding of commitment to EPC organisational values (Essential)
- vii. Ability to communicate effectively in both spoken and written English and Samoan (Desirable)
- viii. Demonstrate initiative and commitment to achieving professional information management standards. (Essential)
- ix. Demonstrate ability to deal effectively and establish good working relationships with employees, department management/heads (Essential)

Personal Attributes

- i. Time management and organisational skills to manage multidisciplinary issues and tight schedules.
- ii. Analytical and Detail-Oriented: This role requires the ability to meticulously review financial statements, identify discrepancies, and ensure accuracy in reporting, especially given the complexity of utility regulations and financial standards.
- iii. Leadership and Communication Skills: As a supervisor, guiding a team and coordinating with other departments (such as operations and compliance) is essential. Effective communication ensures that financial information is understood by non-financial stakeholders.
- iv. Integrity and Ethical Judgment: Financial reporting in a utility company often involves adherence to strict regulatory requirements. A strong ethical compass is necessary to maintain compliance, transparency, and trustworthiness in financial disclosures.

Experience and past work performance

- i. Minimum of 5 years of progressive professional work experience in accounting and finance management, budget preparation and monitoring, financial analysis of projects and preparation and presentation of financial reports (Essential)

Qualifications

- i. Minimum qualification of a Bachelor's Degree in Accounting or Finance from a recognised institution (Essential)
- ii. Must be a member of Samoa Institute of Accountants or working towards membership (Essential)



Job Application Form



Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

<i>Ministry</i> EPC	<i>Section</i> FINANCE/COMMERCE	<i>Location</i> SOGI	
<i>Position Code</i> FC-C3-FI	<i>Title</i> Supervisor Accounts / Financial Reporting	<i>Supervisor Position Code</i> FC-C2-M	
		<i>Salary Grade</i> A13/L13	<i>Salary Rate</i> \$75,332

Section 2: Personal Details

<i>First Name:</i>	<i>Last Name:</i>	<i>Other Names:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address (1):</i>	<i>Physical Address (2):</i>
<i>Post Code:</i>	<i>Phone No (1):</i>	<i>Phone No (2):</i>
<i>e-Mail:</i>	<i>Facimile:</i>	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History

Current / Most recent Position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. indicate aspects of their work experience which indicate their ability to satisfy each criterion;
2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS (Job Competencies)

1. Skills and Abilities (refer to JD for full details)

- i. Demonstrated knowledge and experience in the compliance donor agencies procedures, Ministry of Finance Policies and Regulations or ability to acquire those within limited time period (Essential)
- ii. Demonstrated knowledge and experience in the compilation of statutory Financial Statements (Essential)
- iii. Demonstrated skills and experience in working under limited supervision, in a team environment can manage multidisciplinary issues and tight schedules (Essential)
- iv. Demonstrated knowledge and experience in managing people, creating and maintaining sound working relationships with stakeholders (Essential)
- v. Extensive knowledge and experience of computerised accounting systems for the preparation of project accounts and other financial reports to comply with international financial reporting standards (IFRS) (Essential)
- vi. Ability to keep information private and demonstrated understanding of commitment to EPC organisational values (Essential)
- vii. Ability to communicate effectively in both spoken and written English and Samoan (Desirable)

- viii. Demonstrate initiative and commitment to achieving professional information management standards. (Essential)
 ix. Demonstrate ability to deal effectively and establish good working relationships with employees, department management/heads (Essential)

2. Personal Attributes (refer to JD for full details)

- i. Time management and organisational skills to manage multidisciplinary issues and tight schedules.
- ii. Analytical and Detail-Oriented: This role requires the ability to meticulously review financial statements, identify discrepancies, and ensure accuracy in reporting, especially given the complexity of utility regulations and financial standards.
- iii. Leadership and Communication Skills: As a supervisor, guiding a team and coordinating with other departments (such as operations and compliance) is essential. Effective communication ensures that financial information is understood by non-financial stakeholders.
- iv. Integrity and Ethical Judgment: Financial reporting in a utility company often involves adherence to strict regulatory requirements. A strong ethical compass is necessary to maintain compliance, transparency, and trustworthiness in financial disclosures.

3. Experience and Past Work Performance (refer to JD for full details)

- i. Minimum of 5 years of progressive professional work experience in accounting and finance management, budget preparation and monitoring, financial analysis of projects and preparation and presentation of financial reports (Essential)

4. Qualifications (refer to JD for full details)

- i. Minimum qualification of a Bachelor's Degree in Accounting or Finance from a recognised institution (Essential)
 ii. Must be a member of Samoa Institute of Accountants or working towards membership (Essential)

Section 7: Computer Literacy

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities

Main Applications		Other Systems	
Word processing (Word)		Database Management (Access)	
Spreadsheets (Excel)		Other (specify)	
Presentation PowerPoint		Other (specify)	
E-mail		Other (specify)	

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills	Indicate your mother tongue by ticking a box below			Speak	Read	Write
CODE	Samoan					
1. Limited conversation, reading of newspapers, routine correspondence	English					
2. Engage freely in discussions, read write more difficult materi	Other (specify)					
3. Speak, read and write (nearly) as well as mother tongue.						

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)

No

Yes

IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	Designation	Address/Contact Numbers
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)

No

Yes

If YES, please provide name(s) of your relation(s) and state nature of relationship

Section 12: Community Status

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

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

(Supervisor Financial Reporting)

(to be completed by the Applicant and attach to the application form/letter)

	Selection Criteria	State how you meet each selection criterion
1. Skills and Abilities	i. Demonstrated knowledge and experience in the compliance donor agencies procedures, Ministry of Finance Policies and Regulations or ability to acquire those within limited time period (Essential)	
	ii. Demonstrated knowledge and experience in the compilation of statutory Financial Statements (Essential)	
	iii. Demonstrated skills and experience in working under limited supervision, in a team environment can manage multidisciplinary issues and tight schedules (Essential)	
	iv. Demonstrated knowledge and experience in managing people, creating and maintaining sound working relationships with stakeholders (Essential)	
	v. Extensive knowledge and experience of computerised accounting systems for the preparation of project accounts and other financial reports to comply with international financial reporting standards (IFRS) (Essential)	
	i. Ability to keep information private and demonstrated understanding of commitment to EPC organisational values (Essential)	
	vi. Ability to communicate effectively in both spoken and written English and Samoan (Desirable)	
	ii. Demonstrate initiative and commitment to achieving professional information management standards. (Essential)	

	<p><i>i.</i> Demonstrate ability to deal effectively and establish good working relationships with employees, department management/heads (Essential)</p>	
<p>2. Personal Attributes</p>	<p><i>i.</i> Time management and organisational skills to manage multidisciplinary issues and tight schedules.</p>	
	<p><i>i.</i> Analytical and Detail-Oriented: This role requires the ability to meticulously review financial statements, identify discrepancies, and ensure accuracy in reporting, especially given the complexity of utility regulations and financial standards.</p>	
	<p><i>ii.</i> Leadership and Communication Skills: As a supervisor, guiding a team and coordinating with other departments (such as operations and compliance) is essential. Effective communication ensures that financial information is understood by non-financial stakeholders.</p>	
	<p><i>iii.</i> Integrity and Ethical Judgment: Financial reporting in a utility company often involves adherence to strict regulatory requirements. A strong ethical compass is necessary to maintain compliance, transparency, and trustworthiness in financial disclosures.</p>	
<p>3. Experience and Past Work Performance</p>	<p><i>i.</i> Minimum of 5 years of progressive professional work experience in accounting and finance management, budget preparation and monitoring, financial analysis of projects and preparation and presentation of financial reports (Essential)</p>	
<p>4. Qualifications</p>	<p><i>i.</i> Minimum qualification of a Bachelor's Degree in Accounting or Finance from a recognised institution (Essential)</p> <p><i>ii.</i> Must be a member of Samoa Institute of Accountants or working towards membership (Essential)</p>	

Declaration and Authorization

I hereby declare that the information I have provided in this application is correct and complete.

I acknowledge that I will be required to undergo a character check process involving EPC making integrity and background checks and inquiries about myself from current and previous employers, police, courts, educational institutions, community members and other similar agencies as deem necessary. I hereby

consent and authorize the EPC to make such enquiries and checks including the release and disclosure of all information about myself by any person or body to the EPC, for the purpose of confirming the information provided in my application and in determining my merit for appointment to the above mentioned position.

Signed:

Print Full Name:

Date:/...../.....