



## **FINANCE & ADMINISTRATION MANAGER**

Computer Services Limited invites applications from qualified persons for the above position. This position is part of our executive management team and reports to the Chief Executive Officer. The key role of the position is to lead, direct and manage all aspects of CSL's Finance & Administration Department.

The key duties and responsibilities for the position:

- **Accounting & Finance:**
  - Prepare monthly and annual financial reports for the Board, internal management and other stakeholders.
  - Prepare annual budgets, month-end closing and year-end duties such as Reconciliations etc.
  - Record and account for daily transactions, ensuring accuracy and completeness.
  - Maintain cash flow, monitor inventory and costs to achieve desired results.
  
- **HR & Administrations:**
  - Responsible for all matters related to the operations and administration of CSL.
  - Oversee administration of human resources, including but not limited to, maintaining personnel files, recruitments, payroll, office manual etc.
  - Maintain building and office supplies to meet CSL needs
  - Other duties as may be directed from Board and CEO.

The successful applicant must satisfy the following criteria:

- **Minimum of a Bachelor's Degree in Accounting or Finance, and/or a Minimum of 7 years experience in financial management.**
- **CPA and/or member of Samoa Institute of Accountant preferred.**
- **Experience with computerized accounting and strong organizational and leadership skills.**
- **Knowledge of Xero accounting Software will be an advantage.**

**An attractive remuneration package will be offered to the successful applicant.** Applications should include an up to date curriculum vitae with recent references from two professional referees with their contact details. A detailed job description is available on request. Email: [tino@csl.ws](mailto:tino@csl.ws)  
Phone: +685 20926.

If interested, please apply by email to [dave@csl.ws](mailto:dave@csl.ws). All applications should be addressed to:  
Chief Executive Officer  
Computer Services Limited  
Ground Floor SLAC Building  
Apia

Applications close **4pm 19<sup>th</sup> July 2024**

**Samoa's leading Information Technology Company**