



**SAMOA  
SHIPPING  
CORPORATION  
LIMITED**

# Job Application Form

## Section 1: Position Details

|   |  |
|---|--|
| Division<br><b>FINANCE</b>                | Location<br><b>MATAUTU TAI, APIA [HEAD OFFICE]</b>         |
| Title<br><b>PRINCIPAL COST ACCOUNTANT</b> | Salary Level<br><b>\$55,431 - \$75,708 p.a [L16 – L17]</b> |

## Section 2: Personal Details

|               |                                |
|---------------|--------------------------------|
| Full Name     | Gender                         |
| Village       | Contact Phone No.              |
| Email Address | Date of Birth (Day/Month/Year) |

## Section 3: Education Details

| Most recent qualification            | Major Area of Study | Institution Attended | Date Started | Date Finished |
|--------------------------------------|---------------------|----------------------|--------------|---------------|
| <i>Any previous qualification(s)</i> |                     |                      |              |               |
|                                      |                     |                      |              |               |
|                                      |                     |                      |              |               |
|                                      |                     |                      |              |               |
|                                      |                     |                      |              |               |

## Section 4: Training History

| Course Relevant to Selection Criteria ONLY | Date Started | Date Finished |
|--|--------------|---------------|
|  |              |               |
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|  |              |               |

## Section 5: Employment History

### Current / Most recent position

|                       |                                  |                    |
|-----------------------|----------------------------------|--------------------|
| Employer's Name       | Date                             | Duration (in days) |
| Position Title        | Number of staff reporting to you |                    |
| Main Responsibilities |                                  |                    |

| Next previous position |                                  |                    |
|------------------------|----------------------------------|--------------------|
| Employer's Name        | Date                             | Duration (in days) |
| Position Title         | Number of staff reporting to you |                    |
| Main Responsibilities  |                                  |                    |

| Next previous position |                                  |                    |
|------------------------|----------------------------------|--------------------|
| Employer's Name        | Date                             | Duration (in days) |
| Position Title         | Number of staff reporting to you |                    |
| Main Responsibilities  |                                  |                    |

| Next previous position |                                  |                    |
|------------------------|----------------------------------|--------------------|
| Employer's Name        | Date                             | Duration (in days) |
| Position Title         | Number of staff reporting to you |                    |
| Main Responsibilities  |                                  |                    |

## Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the General Manager, set out below are the criteria that will be in assessing the suitability of each Applicant for the position. Please address each selection criterion 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. supply supporting documentation should they be called for short-listed interviews;***
- 3. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and***

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

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| <p><b>1. Skills and Abilities (refer to JD for full details)</b></p> <ul style="list-style-type: none"> <li>i. Demonstrated skills, ability and experience in maritime cost accounting and financial analysis, including vessel operating costs, voyage and charter costing, asset lifecycle costing and pricing of shipping and post-related services to support operational and commercial decision-making (Essential)</li> <li>ii. Demonstrated skills, ability and experience in managing inventories and fixed assets within a maritime environment, including spare parts, stores, vessels and shore-based assets, ensuring accurate valuation, depreciation, physical verification and audit compliance in line with maritime and public sector requirements (Essential)</li> <li>iii. Demonstrated skills, ability and experience in budgeting, financial reporting and variance analysis for maritime operations, including analysis of actual versus budget performance across vessels, routes and divisions, with the ability to identify cost drivers and recommend effective cost control measure (Essential)</li> <li>iv. Demonstrated skills, ability and experience in leading and developing finance and support staff in a maritime or operational environment, including performance management, coaching and compliance oversight, while supporting safe, efficient and financially sustainable shipping operations (Essential)</li> </ul> |
| <p><b>2. Personal Attributes (refer to JD for full details)</b></p> <ul style="list-style-type: none"> <li>i. High level of integrity and professionalism, with the ability to exercise sound judgement, maintain confidentiality and uphold ethical standards in the management of public funds and commercial maritime operations (Essential)</li> <li>ii. Strong analytical and critical thinking ability, enabling the role holder to assess complex financial and operational information, identify risks and cost drivers and provide clear, well-reasoned advice to senior management (Essential)</li> <li>iii. Results-focused and accountable, with a strong sense of ownership for outcomes, demonstrating initiative, reliability and consistency in delivering accurate, timely and high-quality financial information (Essential)</li> <li>iv. Effective communicator and collaborator, able to engage confidently with operational, technical and executive stakeholders and translate financial information into practical insights that support maritime operations and decisions-making (Desirable)</li> <li>v. Adaptable and resilient under pressure, with the ability to manage competing priorities, respond to operational demands typical of a maritime environment, and maintain performance during peak periods, audits and critical operational events (Essential)</li> </ul>  |

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| <b>3. Experience and Work Performance (refer to JD for full details)</b>   |
| <ul style="list-style-type: none"> <li>i. Minimum of 5 years proven experience in a senior accounting role (Essential)</li> <li>ii. Demonstrated experience in preparing financial statements, budgets, GST and tax return (Essential)</li> <li>iii. Practical knowledge of public sector accounting and audit compliance (Essential)</li> <li>iv. Experience with ship management or maritime operation (Desirable)</li> <li>v. Familiarity with American Samoa related financial operations (Desirable)</li> </ul> |
| <b>4. Qualifications (refer to JD for full details)</b>  |
| <ul style="list-style-type: none"> <li>i. Bachelor Degree in Accounting or Finance (Essential)</li> <li>ii. Registered member or working towards membership with the Samoa Institute of Accountants or other recognized professional body (Desirable)</li> </ul>   |

**Section 7: Computer literacy**

Indicate competency level for each system  
**Competency Level code: 1 = no knowledge; 2 = basic knowledge; 3 = good working knowledge; 4 = strong / advanced capabilities**

| Main Systems              |  | Other Systems                |  |
|---------------------------|--|------------------------------|--|
| Word processing (Word)    |  | Other Systems                |  |
| Spreadsheet (Excel)       |  | Database Management (Access) |  |
| Presentation (Powerpoint) |  | Other (specify)              |  |
| Email                     |  | 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 |
|---|--|-------|------|-------|
|   |  |       |      |       |
| <b>CODE</b>   | <i>Samoan</i>                                      |       |      |       |
| 1. Limited conversation, reading of newspapers, routine correspondence  | <i>English</i>                                     |       |      |       |
| 2. Engage freely in discussions, read write more difficult material   | <i>Other (specify)</i>                             |       |      |       |
| 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?<br>(Please TICK the appropriate box)  | <b>No</b> | <b>Yes</b> |
| 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

|    |
|----|
| 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 Department to which you are applying? (Please TICK the appropriate box) | <b>No</b> | <b>Yes</b> |
|---|-----------|------------|

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

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## 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:

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## 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 authorize the Division to undertake any necessary checks to confirm the information provided by me.

|           |      |
|-----------|------|
| Signature | Date |
|           |      |