

POSITION DETAILS

Title	GBSC & Cohorts Officer
Salary	\$27,500
Unit	Community Empowerment & Enterprises Development Division (CEEDD)
Term of employment	Full Time
Job Description	The Business Support Officer (GBSC & Cohort) is responsible for the recording of all client information related to micro-finance loans and micro-insurance policies in SBH's database; and on a regular monthly basis provide management with reports from the database information. The incumbent will reconcile all transactions and prepare journal transactions to maintain the financial reports for micro-finance and micro-insurance.

KEY RESPONSIBILITIES AND DUTIES

Logistics	<ul style="list-style-type: none"> ▪ To input and maintain all details for micro-insurance policies and micro-finance loans on SBH's database ▪ To prepare monthly reports as required by SBH management based on information from the database ▪ To prepare journal entries to set up transactions for the micro-finance and micro-insurance financial reports ▪ To reconcile all transactions on a monthly basis ▪ To prepare information for clients when requested
Unit Support	<ul style="list-style-type: none"> ▪ Represent the Unit and SHB where relevant ▪ Update client files for Unit and clients using SBH processes ▪ Support the Unit in all their activities

PERFORMANCE STANDARDS

Key Performance Indicators	<ul style="list-style-type: none"> ▪ All client information for micro-finance and micro-insurance is up to date ▪ Financial reports are updated and available monthly ▪ Database and financial information reconciled on a monthly basis
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ELIGIBILITY CRITERIA

Education	<ul style="list-style-type: none"> ▪ Tertiary qualification in Business Management, Accounting, Finance, data management or related fields
Work experience	<ul style="list-style-type: none"> ▪ At least 2 years in loan administration role ▪ High degree of written and verbal fluency in Samoan and the English language ▪ High degree of personal motivation ▪ Attention to detail ▪ A good knowledge of excel and word
Other skills	<ul style="list-style-type: none"> ▪ Analytical and report writing skills ▪ An understanding of converting database information to financial reports ▪ Ability to relate to and communicate with people ▪ Good team worker ▪ Ability to work alone or with minimal supervision ▪ Valid driver's license