



APPLICATION FORM FOR CHIEF FINANCE/FINANCIAL OFFICER, SAMOA AIRWAYS

All sections of the Application Form must be completed. Your application will **NOT** be considered if you fail to complete the form correctly.

SECTION 1: Position Details

Position Title:	Chief Finance/Financial Officer
Organization:	Samoa Airways
Salary:	The salary package is negotiable based on knowledge, skills and attributes.

SECTION 2: Personal Details

Name:		
Date of Birth:		
Address:		
Gender:		
Marital Status:		
Contract Phone No:	(Home):	(Mobile):
Email:		

SECTION 3: Academic Details *(Most recent one first)*

Qualification	Major area of study	Institution	Year Graduated

SECTION 4: Training History

Courses relevant to selection criteria only	Institution/Country	Dates

SECTION 5: Employment History *(Most recent one first)*

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

(You may continue on a separate sheet)

SECTION 6: Selection Criteria

It is the Applicant's responsibility to:

1. Indicate their ability to satisfy each Merit Factor.
2. Provide this information in a true and accurate manner. Failure to do so will disqualify the applicant.
3. Refer to the Job Description for clear descriptions of each position Competency Selection Criterion.

Note:

If you feel the need to provide additional information to support how you meet the selection criteria listed below, then please attach that information to the Application Form. Should you wish to address each selection criteria on a separate sheet and attach it to this Form, feel free to do so.

Skills & Abilities
1. Management Competencies <i>(Essential)</i>: • Executive Leadership – Provides clear, credible, and disciplined leadership across finance and business support functions. • Strategic and Financial Thinking – Aligns financial planning and resource management with organisational strategy and operational priorities. • Decision-Making and Judgement – Makes sound, evidence-based, and commercially responsible decisions.

- People Leadership and Performance Management – Builds team capability, sets expectations, and drives accountability and performance.
- Communication and Influence – Communicates financial matters clearly and effectively to executive and non-financial audiences.
- Governance and Compliance Leadership – Upholds strong internal controls, accountability, and statutory compliance.
- Commercial and Business Acumen – Understands the commercial, operational, and strategic implications of financial decisions.
- Change and Transformation Leadership – Supports organisational transition and builds financial readiness for growth and change.
- Planning, Coordination and Delivery – Organises and delivers finance services effectively in a complex and evolving environment.
- Results Orientation – Maintains strong focus on execution, financial discipline, and measurable outcomes.

2. Knowledge (Essential):

- Strong knowledge of financial management, accounting standards, budgeting, forecasting, and internal control systems.
- Good understanding of corporate governance, audit, procurement, statutory compliance, and public accountability requirements.
- Knowledge of commercial analysis, business case development, investment assessment, and financial risk management.
- Understanding of payroll, purchasing, and financial administration systems.
- Knowledge of airline or operational business environments is desirable.

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Personal Attributes
1. Integrity & Ethics (Essential): • Possess appropriate values and belief in what is best for the common good. • Is widely trusted and is seen as a direct and courageous individual. • Personifies values of honesty, integrity, impartiality, transparency accountability. • Demonstrate self-awareness and commitment to personal development. • Serves the Government of the day irrespective of personal preferences. • Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.
2. Commitment and Personal Drive (Essential): • Takes responsibility and initiates timely action to resolve issues. • Is prepared to make tough corporate decisions to achieve desired outcomes. • Accept accountability for mistakes made in the Organisation and ensures corrective action is taken.
3. Intellect and Judgment (Essential): • Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Organisation and apply appropriate and cost-effective solutions. • Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Authority is ready to respond at all times to small scale incidents and national disasters. • Has the functional and technical knowledge to carry out the Chief Financial Officer's duties to a high level of accomplishment. • Makes sound decisions based on common sense, experience and good judgment without prejudice. • Anticipates implications and applies effective judgment to develop solutions.

4. Creativity & Innovation (Essential):

- Consistently generates and employs original ideas, tackling both simple and complex problems.
- Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job and unafraid to use unorthodox methods.
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.

Experience

5. Experience and Past Work Performance

- Minimum of 10–15 years' senior finance leadership experience, including significant responsibility for financial strategy, governance, budgeting, and reporting.
- Demonstrated experience in leading finance and business support functions in a complex organisational environment.
- Experience in aviation, transport, infrastructure, public enterprise, or similarly regulated and operationally intensive sectors is highly desirable.
- Proven experience in financial planning, audit, procurement oversight, contract evaluation, and executive reporting.
- Experience supporting organisational transformation, restructuring, or business growth initiatives is highly desirable.

Qualifications

6. Educational Qualification

- Bachelor's degree in Accounting, Finance, Commerce, Business, Economics, or related field is required.
- Professional accounting qualification such as CA, CPA, ACCA, or equivalent is highly desirable and preferred.
- Postgraduate qualification in Finance, Business Administration, Strategic Management, or related

field is highly desirable.

- Formal executive leadership or management development training is advantageous.

SECTION 7: Computer Skills

Indicate your competency level for each Application using the following Competency Level Code:

Key:

1 – No knowledge

2 – Basic Knowledge

3 – Good Knowledge

4 – Strong/Advanced Knowledge

Main Applications	Competency Level	Other Systems:	Competency Level
MS Word		MS Access	
MS Excel		Internet	
MS PowerPoint		Other (specify)	
Email		Other specify)	

SECTION 8: Knowledge of Languages

Indicate competency level for each LANGUAGE using the following Competency Level Code:

Key:

1 – Limited Working Proficiency: limited conversations, basic work commands, assistance is needed with more extensive conversations in this language.

2 – Professional Working Proficiency: engage freely in discussions and make contributions to office meetings, fairly extensive vocabulary; freely converse with others.

3 – Mother tongue: Completely fluent; extensive knowledge to understand and write difficult materials

Languages	Competency Level
Samoan:	
English:	
Other (specify)	

SECTION 9: Declaration of Near Relatives

Please TICK the appropriate box.

	Yes	No
Declaration of near relatives (parent, child, brother, sister or spouse including de-facto) currently employed anywhere in the organization to which you are applying.		
If YES, provide names(s) and the nature of the relationship:		

SECTION 10: Declaration of Disciplinary Records

Please TICK the appropriate box.

	Yes	No
Declaration of disciplinary record; any criminal convictions or current legal proceedings against you.		
If YES , you will be required to provide details in a sealed envelope and addressed to the Chairman, Board of Directors, Samoa Airways. This information will be kept confidential and only be seen by the Chair and the Selection Panel.		

SECTION 11: Community Affiliations

Please TICK the appropriate box.

	Yes	No
Community affiliations (including Matai Tiles) outside work environment.		
If YES , list here:		

SECTION 12: Declaration of Referees

Please note is it mandatory for you to provide written references from your referees.

Referee Name	Designation	Email	Phone

SECTION 13: Certification and Authorization

1. I hereby certify that the information given in my Application is true and correct.
2. I acknowledge that if I am appointed on the basis of any false information that I provide; my appointment will be revoked/voided.
3. I authorize the Ministry/Office and the Selection Panel to undertake all necessary background and verification checks in relation to my application.

Signature:		Date:	
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