



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**CHIEF FINANCE MANAGER / CHIEF FINANCIAL OFFICER
SAMOA AIRWAYS**

(OCTOBER 2026)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

Position Title	Chief Finance Manager / Chief Financial Officer
Public Body	SAMOA AIRWAYS
Contact	Ministry for Public Enterprises Tel: +685 34500 Email: kamilo.kelemete@mpe.gov.ws The Application Pack can be downloaded from the website link: www.mpe.gov.ws
Making an Application	<u>All Applicants</u> are required to submit the following: 1. A Cover Letter: (i) Expressing interest in the Chief Finance Manager / Chief Financial Officer, SA position; and (ii) Availability to start employment, if appointed. 2. Statement against the selection criteria (position specific competencies); 3. Police Clearance obtained from the Ministry of Police and Prisons (must be dated within the last 12 months); 4. Most recent curriculum vitae that includes: (i) Details of all your current and previous work history, including the following information: (a) Position Title, Employer and the dates you held the position; and (b) List of Achievements; and (c) Brief Summary of Key Accountabilities (ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. <i>(Certified copies are those that are seen and verified by a lawyer as true copies of the originals);</i> and (iii) Your contact details for correspondence purposes in relation to your application for this position. 5. Completed Referee Details with recent written references from three (3) professional referees <i>(12 months validity)</i>. 6. Signed Authorization Form.
Authorization Form	By signing the Authorization Form you are: • Consenting to the Ministry for Public Enterprises and SA Board of Directors or a designated representative (Selection Panel) to approach in confidence, not only the named referees but other people who have personal knowledge of you, to gather information on your work performance, skills, knowledge, experience and attitude for assessing your suitability for the position; • Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken.
Applications must be marked	Applications must be marked “Confidential – Application for CHIEF FINANCE MANAGER / CHIEF FINANCIAL OFFICER, Samoa Airways” and addressed to: Taimalieutu Charlie Ah Liki Chairman, Board of Directors Samoa Airways Email Contact: charlie@ahliki.com and delivered to MPE Office Address: Ministry for Public Enterprises Level 1, NPF Plaza Beach Road, Apia
Closing Date	4pm, Tuesday, 3 November 2026
Late Applications	Electronic Applications can be submitted via email kamilo.kelemete@mpe.gov.ws. <u>Applications received after the time and date specified in the advertisement and incomplete WILL NOT BE ACCEPTED.</u> For further information, please contact ACEO Governance Peseta Tamalelagi Kamilo at Kamilo.kelemete@mpe.gov.ws or telephone number +685 34500.



JOB DESCRIPTION

POSITION PURPOSE

The Chief Finance Manager / Chief Financial Officer (CFO) is responsible for the strategic leadership, financial management, governance, control, and commercial financial oversight of Samoa Airways.

The role provides executive leadership over the airline's finance and business support functions and ensures the organisation maintains sound financial planning, prudent expenditure management, effective internal controls, regulatory and statutory compliance, and financially sustainable operations.

The CFO plays a critical role in supporting the airline's operational and commercial objectives through robust budgeting, forecasting, reporting, procurement oversight, business analysis, and financial decision support.

This position is particularly important in supporting Samoa Airways' transition and relaunch into jet operations, ensuring that the airline's financial systems, controls, investment decisions, operational funding, and commercial planning are aligned to the requirements of a larger, more complex, and commercially disciplined airline operation.

AUTHORITY / DELEGATION

The Chief Finance Manager / CFO has delegated authority, within approved organisational, financial, and governance limits, to:

- Lead and direct the finance and business support functions of Samoa Airways
- Oversee financial planning, budgeting, reporting, and internal financial management processes
- Approve or recommend expenditure, procurement, and financial management decisions in accordance with approved delegations
- Provide financial advice and recommendations to the CEO, Board, and executive leadership team
- Direct the development and implementation of financial controls, systems, and improvement initiatives
- Escalate significant financial, governance, audit, procurement, or risk issues to the CEO and Board as required
- Represent the airline on financial, commercial, contractual, and business support matters as authorised

All delegated authority must be exercised in accordance with Samoa Airways policies, financial delegations, governance requirements, statutory obligations, and approved internal control frameworks.

POSITION DETAILS

Position Title: Chief Finance Manager / Chief Financial Officer (CFO)	Term of Appointment: 3 Years
Reports To: Chief Executive Officer (CEO)	Department: Executive Management / Finance and Corporate Services

REMUNERATION, CONDITIONS & ENTITLEMENTS

The salary package is negotiable based on knowledge, skills and attributes. For further information, please contact the Chairman of the Board.

ACCOUNTABILITY

Direct Reporting

The Chief Finance Manager / CFO may have direct oversight of the following functions or positions (subject to approved structure):

- Financial Controller and Finance/Accounts personnel

- Procurement/ Purchasing and Business support staff
- Payroll and financial administration personnel
- Manager Commercial Operations (Initially for the first year, standalone after)
- Manager People and Culture
- Manager ICT
- Any designated finance, contract, or business support roles

Internal Relationships

- Chief Executive Officer
- Chief Operating Officer (if applicable)
- Manager Commercial Operations
- Manager People and Culture
- Head of Flight and Ground Operations
- Manager Engineering and Maintenance
- Manager Safety and Compliance
- Executive Management Team
- Board and Board Committees as required
- Department Managers and budget holders across the organisation

External Relationships

- Banks and financial institutions
- External auditors and accounting advisors
- Government ministries, public finance and oversight agencies
- Taxation and statutory authorities
- Suppliers, contractors, and service providers
- Insurance providers and brokers
- Aircraft lessors, commercial partners, and key vendors
- Procurement and tendering stakeholders as required

KEY RESULTS AREAS

1. Financial Leadership and Strategic Planning
2. Budgeting, Forecasting and Financial Sustainability
3. Financial Reporting and Performance Monitoring
4. Internal Controls, Governance and Compliance
5. Procurement, Contracts and Commercial Support
6. Cash Flow, Treasury and Resource Management
7. Business Systems and Financial Administration
8. Jet Relaunch Financial Readiness and Investment Support
9. Stakeholder Reporting and Executive Decision Support
10. Leadership, Capability and Continuous Improvement

DUTIES AND MAIN RESPONSIBILITIES:

1. Financial Leadership and Strategic Planning

- Provide executive leadership for the financial management and business support functions of Samoa Airways.
- Lead the development of financial strategies, plans, and management approaches that support the airline's operational, commercial, and strategic objectives.
- Ensure financial planning and management are aligned to the airline's growth, sustainability, and transformation priorities.

2. Budgeting, Forecasting and Financial Sustainability

- Lead the preparation, coordination, and management of annual budgets, operational budgets, capital budgets, and financial forecasts.
- Monitor financial performance against approved budgets and provide timely advice on variances, risks, and corrective actions.

- Support sustainable financial planning and disciplined expenditure management across the organisation.

3. Financial Reporting and Performance Monitoring

- Ensure accurate, timely, and reliable financial reporting to the CEO, Board, management, and relevant stakeholders.
- Provide management reports, financial analysis, and decision support to support operational and strategic decision-making.
- Strengthen the use of financial and performance data to improve organisational accountability and performance.

4. Internal Controls, Governance and Compliance

- Ensure sound internal financial controls, delegations, approval processes, and governance mechanisms are in place and operating effectively.
- Ensure compliance with applicable financial policies, statutory requirements, accounting standards, audit expectations, and reporting obligations.
- Coordinate internal and external audit responses and support implementation of audit recommendations.

5. Procurement, Contracts and Commercial Support

- Provide oversight of procurement, purchasing, financial evaluation, and commercial support processes to ensure value for money and sound financial governance.
- Support commercial and operational teams through financial evaluation of major contracts, procurement decisions, supplier arrangements, and service agreements.
- Strengthen financial discipline and accountability in procurement and contract management activities.

6. Cash Flow, Treasury and Resource Management

- Oversee cash flow management, liquidity planning, payment management, and financial resource allocation.
- Ensure the airline maintains prudent financial controls to support operational continuity and financial stability.
- Monitor financial risks, obligations, and commitments and advise management on mitigation strategies.

7. Business Systems and Financial Administration

- Ensure effective operation of accounting, payroll, purchasing, reporting, and financial administration systems.
- Support the development and strengthening of business systems and administrative processes necessary for an expanded airline operation.
- Promote efficient, accurate, and accountable financial administration across the organisation.

8. Jet Relaunch Financial Readiness and Investment Support

- Provide financial leadership and analysis to support Samoa Airways' transition and relaunch into jet operations.
- Support business case development, route economics, fleet-related financial analysis, investment decisions, procurement planning, and operational readiness budgeting.
- Ensure the airline's financial systems and controls are capable of supporting the increased scale and complexity of jet operations.

9. Stakeholder Reporting and Executive Decision Support

- Provide strategic financial advice to the CEO, Board, and executive leadership team.
- Support organisational planning, investment decisions, and operational prioritisation through robust financial and commercial insight.
- Prepare and present financial reports, business analyses, and recommendations to governance and leadership forums.

10. Leadership, Capability and Continuous Improvement

- Lead, manage, and develop finance and business support staff to ensure effective service delivery and organisational support.
- Foster a culture of accountability, professionalism, integrity, and continuous improvement within the finance function.

Strategies to Achieve Results

- Establish strong financial governance, internal controls, and disciplined resource management across the organisation.
- Align budgeting, forecasting, and expenditure management to strategic and operational priorities.
- Provide timely, accurate, and meaningful financial information to support management and Board decision-making.
- Strengthen financial accountability and cost awareness across all business units and operational functions.

- Maintain effective cash flow planning and prudent management of financial risks and obligations.
- Ensure procurement, contracts, and supplier arrangements are managed with sound financial oversight and value-for-money principles.
- Support strategic planning and operational readiness through robust financial analysis and business case development.
- Build financial systems and business support processes capable of supporting a more complex airline operation.
- Strengthen staff capability and performance within finance and business support functions.
- Promote a culture of integrity, professionalism, efficiency, and continuous improvement.

KEY PERFORMANCE INDICATORS

1. Annual budgets, forecasts, and financial plans developed and managed effectively
2. Financial reporting delivered accurately and on time
3. Budget performance and expenditure control effectively monitored
4. Internal controls, delegations, and compliance obligations maintained
5. Audit outcomes and recommendations effectively managed
6. Procurement and contract financial oversight strengthened
7. Cash flow, treasury, and payment obligations effectively managed
8. Financial readiness milestones for jet relaunch achieved
9. Executive and Board financial reporting requirements met
10. Finance team capability and service delivery performance improved

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Management	• 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.
Knowledge	• 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.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	• 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.
Commitment & Personal Drive	• Takes responsibility and initiates timely action to resolve issues. • Is prepared to make tough corporate decisions to achieve desired outcomes. • Accepts accountability for mistakes made in the Authority and ensures corrective action is taken.

Intellect & Judgment	• 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 Organisation is ready to respond at all times to small scale incidents and national disasters. • Has the functional and technical knowledge to carry out the CFO'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.
Creativity and Innovation	• 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.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTORS
Essential	• 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.
ACADEMIC QUALIFICATION	DESCRIPTORS
• Essential	• 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.