



## **Land Transport Authority ( LTA)**

### **Job Descriptions**

**Job Title**

Manager – Corporate Services

**Job Grade**

Level 2

**Job Number**

CS01

**Location of Job**

LTA Office – Vaitele

**Number of Employees in Division**

about 10

**Overall Purpose of the Job**

To lead the strategic and operational aspects of the LTA's finances, human resources and assets in accordance with organizational direction set out in the LTA's Corporate Plan, Strategic Annual Management Plan and Annual Budget.

**Reports to:** The General Manager for the effective and efficient leadership and management of finance, human resources and assets of the Division to ensure the achievement and sustainability of the LTA's business goals and objectives.

**Duties and Responsibilities**

1. Plan and manage the operations of the Corporate Services Division effectively and efficiently, allocating resources to support the achievement of the Authority's business priorities.
2. Manage, implement and maintain an effective financial system appropriate for the control of the Authority's assets, purchases, creditors, debts and revenues.
3. Analyse, prepare and advise on monthly basis on the financial performance of the Authority for the consideration of the General Manager and the Board.
4. Co-ordinate and produce audited annual accounts for the General Manager and the Board to consider in accordance with statutory requirements.
5. Plan and facilitate the preparation of the annual budget and advise Managers and the General Manager regarding the Authority's financial performance on quarterly basis.
6. Develop in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment.

7. Co-ordinate and facilitate Divisional plans to ensure the achievement of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan and the Annual Budget.
8. Constantly review and forecast the Authority's HR needs and discuss with the General Manager and Managers possible capability development strategies to address real and apparent needs.
9. Review, formulate and propose to the General Manager appropriate amendments to HR procedural policies and processes in response to external demands and changes.
10. Work collaboratively with the IT Manager to ensure the accuracy of personnel record for better planning.
11. Lead and supervise the performance of all other administrative services such as record keeping, mail delivery, queries from the general public and answering the telephone.
12. Represent the GM in Government committees and any other duty as directed.

**Special Requirements of Job**

Eg tools and equipments used, external contracts, furniture, vehicles etc.

**Wage/Salary**

\$80,000 per annum.

**Bonus**

**Prepared by**

General Manager

**Date**

19 November 2008

**Competencies**

Leadership

Strategy

People Management

Policy and Regulatory Metrics

Goals and Achievements

Planning and Implementation

Relationship with external constituencies

Financial Accountability

Flexible/common sense

Integrity

### **Selection Criteria**

1. Must have a degree with majors in either Accounting, Finance, Business Management or Management (HR emphasis) from a recognized tertiary Institution, with at least 3 years of experience at a senior management level. (Essential)
2. Must hold a CPA or an equivalent from a recognized overseas Institution. (Essential)
3. Demonstrated ability to perform critical analysis and initiate Finance and HR policy interventions, provide strategic financial and HR advice to the General Manager. (Essential)
4. Demonstrated ability to collaborate, network, negotiate and engage effectively with Managers and with external stakeholders in issues pertaining to Corporate Services (Essential).
5. Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. (Essential)
6. Should be computer literate and has proven experience in Microsoft Excel software, and other financial management database etc. (Essential)
7. Has sound knowledge of the following legislations;
  - LTA Act 2007
  - LTA Regulations
  - Public Finance Management Act 2001
  - Public Bodies Performance and Accountability Act 2001
  - Ministry of Works Act 2002
  - Labour and Employment Act 1972
  - Police Act