

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry: MFED</b>	
<b>2. Position Title: Island Treasurers</b>	<b>3. Salary Level: L14-12</b>
<b>4. Division: Accounting Division</b>	
<b>5. Reports To:</b> Accountant General Senior Accountant Island Council Clerk	<b>6. Direct Reports: Senior Accountant at Examination Unit</b>
<b>7. Primary Objective of the Position:</b> To oversee and safeguard all aspects of Government financial activities on the Island and to ensure control and compliances to relevant Financial Acts and regulations are adhered to on a daily operation.	
<b>8. Position Overview</b>	
<b>9. Financial:</b> Range from \$ 9,193.60 to \$ 11,796.20	<b>9. Legal:</b> Financial Regulation 1979/2011 Public Finance (Control and Audit) Ordinance (Cap 79)
<b>11. Internal Stakeholders:</b> Accountant General Island Council Clerk Senior Accountant  To be referred to Manager: Complex queries and/or complaints Cashbook maintenance	<b>12. External Stakeholders:</b> State-owned Entities Private Companies Public Servants General Public  To be referred to Manager: Issues on customer services Way forward in resolving issues on hand Fraud issues Non-compliance matters.

*This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP, and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 1: Human Resource Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Financial Activities	<ol style="list-style-type: none"> <li>1. Opening of vote ledgers for all DWs allocations to record a payment made against the designated allocation both for recurrent and Development project payments.</li> <li>2. Processing of vouchers and make sure that all vouchers, payments, or receipts are numbered consecutively and entered into cashbook daily such as payments against DWs, Telmo (POSMO), Electronic money transfers (EFTPOS), and Civil servants' fortnightly salaries.</li> <li>3. Ensure all payments and revenues made on the island are properly recorded in the appropriate system and forms prescribed by the Accountant General.</li> <li>4. To enter promptly in the cashbook daily and check the available cash on hand to avoid overspending.</li> <li>5. Maintain the updated Cashbook and submit the Monthly account via Air or Sea to Accountant General within 10 days of the following month.</li> </ol>	<p>Day to day:</p> <ul style="list-style-type: none"> <li>- Compliance of instruction issued by Accountant General</li> <li>- Customer complaints</li> </ul> <p>Monthly:</p> <ul style="list-style-type: none"> <li>- Compliance with existing laws and regulations.</li> <li>- Timely submission of Monthly account.</li> <li>- Accuracy and quality of work.</li> </ul>
Administrative Activities	<ol style="list-style-type: none"> <li>1. Advising Ministry staff on preparation of Special Imprest documentation and preparing travel claims</li> </ol>	When required and due
Clerical Activities	<ol style="list-style-type: none"> <li>1. General filing duties and particularly the proper recording of PV copies</li> </ol>	Daily and if required

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	2. Delivery of accounting documents to MFED	
Supervision	N/A	N/A
<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>	
<p>The officer is to:</p> <ul style="list-style-type: none"> <li>- ensure to carry out his/her work efficiently and effectively to produce a quality of work;</li> <li>- Willing and able to be more than most to assume additional duties even if beyond his/her assignment and working hours.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Form 7 with good passes in Accounting, English, and Mathematics;</li> <li>OR</li> <li>- Form 6 with good passes in Accounting, English, and Mathematics with KIT Accounting Certificate IV or III.</li> </ul> <p><b>Experience: Should have worked in the Accounts for at least 1 year.</b></p> <p><b>Job Training: On the job</b></p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>- Computer and Electronics.</li> <li>- Customer and Personal Services</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Reliable and responsible and having absolute honesty;</li> <li>• Willing to train and develop accounting skills when opportunities arise</li> <li>• Able to work well in a team</li> </ul>	

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