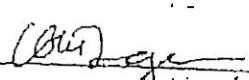


GOVERNMENT OF KIRIBATI
Position Description

Position Title: Assistant Local Government Internal Auditor		Division: Local Government	
Salary Level: 14-12			
Reports To: Chief Local Government Auditor/Director		Direct Reports: Senior Assistant Local Government Auditor	
Primary Objective: Assist in enforcing adherence with Local Government Financial Instructions, maintenance of proper control over budgeted provisions and Council Application of scarce resources applied to guarantee optimal return			
Decision Making Authority		Key Contacts	Frequency and purpose
Without referral to manager: <ol style="list-style-type: none"> 1. Accuracy of proposed annual Council budget based on the last three year trend 2. Assess seriousness of discrepancies detected during the course of routine examinations and to report to immediate supervising Officer 		Senior Assistant Local Government Auditor	Frequent
After consultation with managers or others: <ol style="list-style-type: none"> 1. Detection of suspicious malpractice likely to result in fraud and misappropriation 2. Make constructive suggestions for the improvement on local government financial matters 		Senior Assistant Local Government Internal Auditor	Frequent
Referred to manager or others <ol style="list-style-type: none"> 1. Council license fees levied to endorse by corresponding approved Bye-laws. 2. Answer queries, provide explanations and suggest solutions to matters affecting individuals island district financial status 		Senior Assistant Local Government Officer	Frequent

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Government of Kiribati, All Ministries	Approved By: 	Date of Issue: 27/10/14
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Key result area	Key Accountabilities	
	Major activities	Performance measures
<ol style="list-style-type: none"> Maintenance of the examination of Council accounts one month in arrears Internal Audit Queries, issues and answers as required Answer external queries Orderly storage system maintained for Council monetary documents and Outstanding accounts kept to a minimum 	<ol style="list-style-type: none"> Examine Council monthly accounts at headquarters Assist in the preparation of Council annual estimates Control of abstract Preparation of final account Receive and recording of incoming accounts from island Councils Dispatch of completed accounts to Director of Audit Any other duties assigned by Senior Assistant Local Government internal Auditor 	<ol style="list-style-type: none"> The number of Local Government Division(headquarter) monthly account examined The number of Council annual estimates or budget produced Number of final Account produce Number of incoming account from island councils received and recorded, updated database on the number of incoming accounts from island Councils The number of completed Accounts submitted to Director of Audit

Key Challenges	Selection Criteria
<ul style="list-style-type: none"> Should be prepared to work outside normal working hours and be able to mediate in local Government delicate issues Should be prepared and willing to travel to the Outer island 	<p>Qualifications and experience: Form 7 Certificates or equivalent</p> <p>Key attributes:</p> <ul style="list-style-type: none"> Must be able to communicate well in both I-Kiribati and English and conversant with Kiribati custom and traditions

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Government of Kiribati, All Ministries	Approved By:	<i>[Signature]</i>	Date of Issue:	25/10/14
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