

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MFED		
2. Position Title: Copra Fund Management Officer	3. Salary Level: L10-9/8	4. Division: Accounting Division
5. Reports To: Senior Accountant Deputy Accountant General Accountant General	6. Direct Reports: Assistant Accountant, Assistant Copra Fund Management Officer and Treasurer's Island Council Clerks.	
7. Primary Objective of the Position: i) To ensure that the Ministry exercises proper financial management and control with regard to its functions		
8. Position Overview		
9. Financial: Range from \$ 10,946.00 to \$ 12,350.00	10. Legal: Financial Regulation 1979/2011 Procurement Act 2002 Public Finance (Control and Audit) Ordinance (Cap 79)	
11. Internal Stakeholders: Permanent Secretary Accountant General Senior Accountant To be referred to Manager: Bank reconciliation Reconciliation against funding Budget preparation, virements, supplementary Maintenance of non-expendable ledger Final reconciliation to release funds on January, each current year Project acquittal Urgent matters that need to be attended Queries that need thorough reconciliation	12. External Stakeholders: State Owned Entities Private companies Public servant General Public To be referred to Manager Customer service issues Payment issues Imprest and travelling claims issues Vote ledger issue	

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1: Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Financial Activities	<ul style="list-style-type: none"> (a) To ensure that a proper system of accounts (specialised Copra Database) as prescribed by or under the authority of the Accountant General is established and maintained; (b) to ensure the maximum degree of control over provision voted for the service of his/her Division and, in particular, to ensure that copra funds are properly applied without waste to the purposes for which they are voted (c) exercise strict overall supervision over all officers under his supervision who are entrusted with financial and accounting duties and bring to notice any incompetence or repeated carelessness on their part; take precautions, by surprise inspections and the maintenance of efficient checks, against the concurrence of fraud, embezzlement or carelessness; (d) take care that no payment is made which is not covered by proper authority (DW) and report any waste or extravagance which comes to his notice (F.R. 141); (e) bring to the notice of the Accountant General and Auditor General any apparent deficiency in accounting instructions or any means by which it appears that financial and accounting procedures might be improved. (f) To ensure that the copra funds for island councils is consistently sufficient and provided on timely manner 	<p>Monthly/Yearly</p> <ul style="list-style-type: none"> - Reconciliation of CPR - A management report on Copra fund - A report on misleading and discrepancies <p>Day to day</p> <ul style="list-style-type: none"> - Preparation of transfers, virements or supplementary to Secretary MFED - Meeting of Division's objectives deadlines - Minimal issues on copra fund

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	<p>(g) To carry out inspection of copra fund at all outer islands to ensure:</p> <ul style="list-style-type: none"> • that internal control over copra fund is properly in place • that no improper payment to copra cutters is made • copra being purchased have been processed naturally <p>(h) To ensure the Assistant Treasurer for Island Councils updates its return prior to sending a request for top up of copra fund,</p> <p>(i) To ensure the respective islands councils copra fund is properly reconciled with CPR on a regular basis.</p> <p>(j) To review and to ensure correct posting of copra entries in the database is carried out on a regular basis</p>	
<p>Administrative Activities</p>	<ol style="list-style-type: none"> 1) Training and development of staff in the unit so that they can perform their duties efficiently and effectively 2) Review all queries arising from the reconciliation of CPR account 3) Ensure the compliance of financial policies and regulations. 4) To communicate well the Mission and objective of the Unit. 5) Initiate Divisional operation plans and set of milestones 	<p>Monthly/Yearly</p> <ul style="list-style-type: none"> - Minimal to zero non-compliance to laws and regulations - Achievement of mission and objective - Implementation of DOP and milestones <p>Day to day</p> <ul style="list-style-type: none"> - Effective and efficiency of subordinates - Attend to queries on time

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Supervision	<ol style="list-style-type: none"> 1) Supervise Copra Unit in the Ministry 2) Supervising the activities carried out for closing of Ministry's year end accounts 3) Supervise the processing of DW send to each island for copra price. 4) Supervise all postings into copra price database 	Daily and when required
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<p>10. Key Challenges</p> <p>Officer is to:</p> <ul style="list-style-type: none"> - The incumbent has to be efficient and effective in carrying out his/her duties in order to receive other benefits in terms of local/overseas travel - Willing and able to be more than most to assume additional duties even if it is beyond his/her assignment and working hours. 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Diploma in Accounting OR Certificate in Accounting with 1 year relevant work experience in middle management level.</p> <p>Experience: 1 year in the Accounting field</p> <p>Job Training: on the job</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> Computer and electronics Customer and Personal Service Accounting Package, e.g. Attachee <p>Attributes</p> <ul style="list-style-type: none"> • Mature, reliable, responsible and having absolute honesty; • Willing to train and develop accounting skills when opportunities arise.
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