

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MFED		
2. Position Title: Assistant Copra Fund Management Officer	3. Salary Level: L12-11/10	4. Division: Copra Division
5. Reports To: Copra Fund Management Officer, Senior Accountant	6. Direct Reports: Account Officers	
7. Primary Objective of the Position: i) To assist the Copra Fund Management Officer in planning and managing, copra fund subsidy, staff and other resources in the Copra Unit, ii) To carry out duties as directed by the Copra Fund Management Officer and other senior staff		
8. Position Overview		
9. Financial: Range from \$ 9,074.00 to \$ 10,946.00	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: Budget monitoring and controlling Outer Islands' State fund Account monitoring Revenue inspection Queries that need higher authority's discretion	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	

This is 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 (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1: Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Financial Activities	<ul style="list-style-type: none"> a. To properly account for accounting warrant on approved appropriation on Copra price subsidy into copra fund database and to send Departmental warrants (DW) to each islands in accordance with copra fund ceilings. b. To enter promptly in the database all sums of money paid on Departmental Warrant for copra price for respective districts. c. Examining and reconciling of returns from Outer islands on Copra Purchase Returns (CPR) with disbursement record, on a monthly basis. d. to ensure that all vouchers, both receipts and payments, are numbered consecutively from No.1 each month in the order in which the amounts are received or paid, and entered in the cash book or database accordingly; e. Make a report of any discrepancies revealed in the course of reconciliation to his/her supervisor f. To assist Accountant in carrying out of surprise inspections and the maintenance of efficient checks, against the concurrence of fraud, embezzlement or carelessness. g. Other duties assigned by his/her supervisor. 	<p>Day to day:</p> <ul style="list-style-type: none"> - Records are maintained and updated <p>Monthly reports:</p> <ul style="list-style-type: none"> - Reconciliation is up to date - Frequent report on discrepancies and fraud - Willingness to undertake extra duties as assigned
Clerical Activities	1) Controlling the opening of Accountant General's registered mails	Day to day:

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	2) Keeping a record of rejected PVs	- Records are available and update
10. Key Challenges		11. Selection Criteria
<p>Officer is to:</p> <ul style="list-style-type: none"> - Ensure to carry out his/her work efficiently and effectively to produce a quality of work; - Willing and able to be more than most to assume additional duties even if it is beyond his/her assignment and working hours. 		<p>11.1 PQR (Position Qualification Requirement): Education: Accounting Certificate Experience: 2 years' in the Accounting field Job Training: on the job</p> <hr/> <p>11.2 Key Attributes (Personal Qualities): Knowledge Computer and electronics Customer and Personal Service</p> <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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