

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Internal Affairs			
2. Position Title: Island Council Treasurer	3. Salary Level: L14-12	4. Division: Local Government Division	
5. Reports to: Urban Council Clerk and DLGD	6. Direct Reports: Council Finance Clerk		
7. Primary Objective of the Position: To assist in keeping and maintaining financial records and accounts of Island Councils.			
8. Position Overview			
9. Financial: N/A			
11. Internal Stakeholders:		10. Legal: Local Government Act, Financial Regulation, Local Government Financial Instruction, Kiribati National Conditions of Service 2012.	
<ul style="list-style-type: none"> • Urban Council Clerk • Council Finance Clerk • Director, Local Government 		<ul style="list-style-type: none"> • Mayor and Island Councilors 	
To be referred to Manager:		To be referred to Manager	
<ul style="list-style-type: none"> • Financial and administrative advices • Execution of routine daily financial transactions and preparation of Council financial reports. • Advice on economical application of funds and use of scarce resources. 		<ul style="list-style-type: none"> • Appropriation of accounts • Commitment of funds • Preparation and Reporting of monthly financial report with regard to the Island Fund. 	

This is position description provides a comprehensive, but not exhaustive, 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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<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KV20: Four Pillar ▪ KDP/KPA: ▪ MSP Outcome: ▪ Divisional Plan 		
<p>Key Result Area/Major Responsibilities</p> <p>1. Accounting records are always updated and maintained regularly (proper maintenance of state fund)</p>	<p>Major Activities/Duties</p> <p>a. Provides timely financial reports of Council fund.</p> <p>b. Proper maintenance of Council accounts/records.</p> <p>c. Provide financial advice to Finance Committee and full council</p> <p>d. Perform Bank reconciliation and provide Bank reconciliation statements.</p> <p>e. Maintain vote books and ledgers</p>	<p>Performance Measures/Outcomes</p> <ul style="list-style-type: none"> - Number of financial reports produced. - Update records of accounts - Timely production of financial advice/reports - Timely bank reconciliation produced for each month. - Updated records and database
<p>14. Key Challenges</p> <ul style="list-style-type: none"> • Financial Hardships • Poor presentation of Financial reports for Councils. 		
<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> - Form 7 with passes in Mathematics and Accounting. <p>Experience:</p>		

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	- Nil
	15.2 Key Attributes (Personal Qualities): <ul style="list-style-type: none">• English Language• Customer Service

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