



**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>13. KEY ACCOUNTABILITIES</b> ( <i>Include linkage to KDP, MOP and Divisional Plan</i> )		
<ul style="list-style-type: none"> <li>▪ <i>KV20: Four Pillar</i></li> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MSP Outcome:</i></li> <li>▪ <i>Divisional Plan</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Maintenance of the examination of Council accounts one month in arrears.	<ul style="list-style-type: none"> <li>• Examine Council monthly accounts at the headquarter</li> </ul>	<ul style="list-style-type: none"> <li>❖ The number of Local Government Division (HQ) monthly account examined.</li> </ul>
2. Preparation of Island Council's budget	<ul style="list-style-type: none"> <li>• Assist in the preparation of Council annual estimates.</li> </ul>	<ul style="list-style-type: none"> <li>❖ The number of Council annual estimates or budget produced.</li> </ul>
3. Controlling and preparation of Island Council's account	<ul style="list-style-type: none"> <li>• Control of abstract</li> <li>• Preparation of final account</li> </ul>	<ul style="list-style-type: none"> <li>❖ Number of final account produce.</li> </ul>
4. Registering and Reporting of Council's account	<ul style="list-style-type: none"> <li>• Receive and recording incoming accounts from island Councils.</li> <li>• Dispatch of completed accounts to Director of Audit</li> <li>• Outstanding accounts kept to a minimum.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Number of incoming account from Island Councils received and recorded, updated database on the number of incoming accounts from island councils.</li> <li>❖ The number of completed Accounts submitted to Director of Audit.</li> </ul>
5. Any other duties assigned by Senior Assistant Local Government Internal Auditor	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>❖</li> </ul>

<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
	<b>15.1 PQR (Position Qualification Requirement):</b>

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
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- 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.

**Qualification**

- Form 7 Certificate with good grade in Accounting AND
- Cert IV in Accounting

**15.2 Key Attributes (Personal Qualities):**

- Must be able to communicate well in both I-Kiribati and English and conversant with Kiribati custom and traditions.

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**Approved by:**

**Date of Issue:**