

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

<b>1. Ministry:</b> MFED		
<b>2. Position Title:</b> Senior Accountant	<b>3. Salary Level:</b> 8-7/6-5	<b>4. Division:</b> Accounting/Treasury Department
<b>5. Reports To:</b> Deputy Secretary Accountant General Deputy Accountant General	<b>6. Direct Reports:</b> Accountant	
<b>7. Primary Objective of the Position:</b> To ensure that the Ministry exercises proper financial management and control with regard to its functions.		
<b>8. Position Overview</b>		
<b>9. Financial:</b> \$ 12,116 to \$ 13,962 per annum, or \$ 466 to \$ 537 fortnightly	<b>9. Legal:</b> Public Finance (Control and audit) 1998 Financial Regulation 2011 Procurement Act 2002 National Condition of Service 2012	
<b>11. Internal Stakeholders:</b> Permanent Secretary Deputy Secretary Accountant General Deputy Accountant General Subordinates Civil Servants State Owned Entities  To be referred to Manager: - Reporting any defects of accounting systems within the Ministry with regard to the use of resources entrusted to that Ministry. - Any other duties that may PS or AG to enable him, as the Accounting Officer, to manage economically, efficiently and effectively.	<b>12. External Stakeholders:</b> Donor Partners State Owned Entities Private Companies NGOs General Public  To be referred to Manager - Issues on customer service - Way forward in resolving issues on hand - Fraud activities	

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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 1: Human Resource Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Administrative Activities	<ul style="list-style-type: none"> <li>a) Overall supervision, maintenance, control and reporting of the following funds:               <ul style="list-style-type: none"> <li>i. Recurrent Revenue and Expenditure;</li> <li>ii. Development Project Funds;</li> <li>iii. Below-the-line Revolving Funds.</li> </ul> </li> <li>b) To coordinate the annual budget process for the above funds.</li> <li>c) Preparation of final accounts for the above funds</li> <li>d) To sign for all payments and issues of all accountable forms of documents</li> <li>e) Control and regularisation of all subsidy payments to statutory corporations</li> <li>f) Preparation of virements and supplementary requests by divisions to Minister FED</li> <li>g) Reporting to the Permanent Secretary as well as the Accountant General on any serious defects of accounting systems within the Ministry with regard to the use of resources entrusted to the Ministry</li> <li>h) Maximize the abilities of directly controlled staff, by ensuring, through liaison with the Deputy Accountant General (Human Resource Development), their proper training and development</li> <li>i) Maximise the performance of these staff in accordance with the Government's National Conditions of Services and any directions given by the Accountant General by the implementation of good management practices including motivation, delegation, appraisal and discipline</li> <li>j) Provide technical support and advice to the Minister, Permanent Secretary and Accountant General as required by them</li> <li>k) Undertake such other duties as the Accountant General may from time to time determine</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly reconciliation.</li> <li>- Quarterly payments of subsidy to avoid cash flow problems.</li> <li>- Submission of virements/supplementaries in time to avoid the cry out from the Ministry and the public at large.</li> <li>- Minimal or zero defects of accounting systems within the Ministry with regard to the use of resources</li> <li>- Training or Development needs are specified when required</li> <li>- Minimal or no issue regarding the staff performance or their customer service</li> <li>- Advice are provided promptly when needed</li> <li>- Other assigned duties are completed at any set time frame.</li> </ul>

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Financial Activities	<ul style="list-style-type: none"> <li>a) Establish a Register of Loans made by Government;</li> <li>b) Establish a register of Arrears of Revenue and ensure, in liaison with other Government departments;</li> <li>c) Establish a register of contingent Liabilities</li>   <li>d) Establish a register of Government's Investments</li>   <li>e) Establish a system for recording all stores and stocks, where the Accountant General has determined that such records must be maintained</li> <li>f) Reconciling of sums placed on Deposit with the Government</li> <li>g) Ensure maintenance of proper books and records for Special Funds held by the Chief Accountant</li>   <li>h) Ensure the maintenance of, and where necessary establish, systems which accurately record all the assets and liabilities of the Government as required by the Public Finance (Control and Audit) Ordinance. In particular: <ul style="list-style-type: none"> <li>i) Establish a Public Debt Register</li> <li>j) Prepare, in accordance with the timetable and format established by the Accountant General, the final Statements of Account as required by the Public Finance (Control and Audit) Ordinance for all the items in 2 and 3 above and in particular the accounts of the Revenue Equalisation Reserve Fund (RERF).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- All sums due are brought to account promptly</li> <li>- All sums due to Government are brought promptly to account</li> <li>- Nature and amount of Governments Contingent Liabilities are accurately recorded at any one time</li> <li>- Ensure that accurate records are maintained at all times</li> <li>- Accuracy of records</li>   <li>- Reconciliation should be proper and represent sums properly due by Government</li> <li>- Maintenance of proper books and records for Special Funds are proper.</li>   <li>- Assets and Liabilities are accurately recorded</li>   <li>- Ensure that payment due by Government are made promptly and accurately</li> <li>- Final Statements of Account is prepare in accordance with the Timetable and Format established by the Accountant General</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>a) Accountants,</li> <li>b) Assistant Accountants,</li> <li>c) Account Officers</li> </ul>	<ul style="list-style-type: none"> <li>- Confident of a staff to perform his/her work</li> <li>- Efficient and effective work</li> <li>- Minimal or no issues raise by internal or external customers (Customer satisfactory)</li> </ul>

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10. Key Challenges	11. Selection Criteria
<p>Officer is to:</p> <ul style="list-style-type: none"> <li>- Ensure that service to the public are consistent and transparent;</li> <li>- Carry out his/her work efficiently and effectively to produce a quality of work;</li> <li>- Willing and able to be more than most to assume additional duties even if it is beyond his/her assignment and working hours.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Degree in Accounting or Finance</p> <p><b>Experience:</b> n/a</p> <p><b>Job Training:</b> n/a</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>➤ Should have knowledge on Attaché, MYOB or other related Accounting Package</li> <li>➤ Computer and Electronics</li> <li>➤ Supervisory Skills/knowledge</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Mature, reliable, responsible and having absolute honesty</li> <li>• Willing to train and develop accounting skills when opportunities arise</li> </ul>

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