

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Culture and Internal Affairs		
2. Position Title: Council Finance Clerk	3. Salary Level: L19-18	4. Division: Local Government Division
5. Reports to: Island Council Clerk, Director LGD, SLGIA, SALGIA.	6. Direct Reports: Nil	
7. Primary Objective of the Position: To strengthen Local Government through Council's administrative responsibilities on outer islands.		

8. Position Overview	
9. Financial: N/A	10 Legal: Financial Regulations, Kiribati National Condition of Service, Local Government Act, and Local Government Financial Instructions.
11. Internal Stakeholders: - Secretary (MIA) - Island Council Clerk - Director & MIA Staff Without referral to Director or Secretary: - Island Fund - Island Fund return - Assist Treasurer & Clerk	12. External Stakeholders: - Mayors and Clerks - Donor partners - Audit Office - Other Ministries To be referred to Secretary/Director - Complaint against Island Fund
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> KV20: Four Pillar KDP/KPA: MSP Outcome: Divisional Plan	

This 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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Storage Management Support to Council and Director	- Ensure all financial reports are completed on a monthly basis. - Ensure proper and prompt attention is given to finance issues and problems.	❖ Financial reports should be completed as planned/as schedule. ❖ Financial issues and problem should be addressed and attended accordingly.
2. Concentrate on delegated responsibilities	- Serves as a supervisor and advisor role in respect to all Council staff when the Clerk and Treasurer are absent. - Supervise, manage and control all financial information in the Council. - Performed other duties/tasks that may be delegated by the immediate supervisor from time to time.	❖ Teamwrok, commitment, cooperation and high quality
3. Focus on achieving targets and goals	- Work program to complete at all phases. - Serve the functions of the clerk or Treasurer in the Council in their absence	❖ Able to meet deadlines and carry out extra loads expected from time to time
4.	Any other duties as may be assigned by Senior Responsible Officer	❖ Assigned responsibilities/tasks should be completed as planned.

14. Key Challenges	15. Selection Criteria
- Dealing with Council on Council financial matters. - Meeting the requirement and need of local government financial issues.	15.1 PQR (Position Qualification Requirement): Qualification - Form 3 Certificate with good great in Accounting
	15.2 Key Attributes (Personal Qualities):

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	- Mature and able to speak and write in English and Kiribati fluently. - Ability to work and advise on financial matters fluently. - Knowledge - Commitment, innovation, initiative, team work, outstanding communication and writing skills (in Kiribati and English).
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