

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: MFED | | |
| 2. Position Title: Accountant | 3. Salary Level: L10-9/8 | 4. Division: Accounting Division |
| 5. Reports To: Senior Accountant Deputy Accountant General | 6. Direct Reports: Assistant Accountants Account Officers | |
| 7. Primary Objective of the Position: i) To ensure that the Ministry exercises proper financial management and control with regard to its functions | | |
| 8. Position Overview | | |
| 9. Financial: Range from \$ 9,074.00 or more | 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: Bank reconciliation Reconciliation against funding Budget preparation, virements, supplementary Maintenance of non-expendable ledger Final reconciliation to release funds on January, each current year Project acquittal Urgent matters that need to be attended Queries that need thorough reconciliation | 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 Vote ledger issue | |
| 13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> | | |

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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| <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1: Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 | | |
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| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
| Financial Activities | <ol style="list-style-type: none"> 1) Prepare Payment Vouchers 2) Reconcile vote ledger each month 3) Prepare supplementary estimate applications 4) Maintenance of non-expendable ledger, follow up of stock verifier's reports 5) Preparation of terminal leave and pay, booking & P/effect, and accounting matters as required by Secretaries 6) Estimate preparation for project 7) Monitoring report and acquittals on all projects 8) Control, monitoring and reporting monthly to the Secretary of Recurrent and Development expenditure and income against budget 9) Coordination and preparation of annual budget, costing and compilation of Virements and supplementary applications to MFED 10) Checking of weekly revenue reports (Form A's), before submission to Revenue Section MFED 11) Overall responsibility of reconciling BTL accounts 12) Check, issue and monitor Standing imprests 13) Check travel claims and refer errors or omissions to the claimant 14) Reconcile imprest accounts and examine state fund accounts 15) Preparation of deposits reconciliation for No.1 account and queries to BOK 16) Ensure that procedures are in place for the accurate calculation of salaries, allowance and other payments to staff | <p>Monthly</p> <ul style="list-style-type: none"> - Reconciliation of recurrent/projects/BTL/Revenue <p>Yearly</p> <ul style="list-style-type: none"> - Submission of acquittal reports <p>Day to day</p> <ul style="list-style-type: none"> - Preparation of transfers, virements or supplementary to Secretary MFED |
| Administrative Activities | <ol style="list-style-type: none"> 1) Training and development of staff in the unit so that they can perform their duties efficiently and effectively 2) Advising Ministry Staff on preparation of Special Imprest documentation and preparing travel claims 3) Follow up and correspondence for the recovery of arrears of revenue pertaining to the Ministry | <p>Yearly</p> <ul style="list-style-type: none"> - Submission of Ministry arrears of revenue to Secretary MFED <p>Day to day</p> <ul style="list-style-type: none"> - Ensure that all queries from customers are attended on that day or a week |

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| | <ol style="list-style-type: none"> 4) Reporting to the Accountant General and Secretary of any new debts that are incurred 5) Correspondence on behalf of the Secretary of a financial nature, e.g. stock verification 6) Review all queries arising from the examination of accounts 7) Arrange for the circulation of the Arrears of Revenue Schedule and to obtain from revenue collectors reasons for non-collection | <p>depending on the nature of the query. For instance the query relates to outer island account/returns or previous years accounts</p> |
| Supervision | <ol style="list-style-type: none"> 1) Supervise Accounting Unit in the Ministry 2) Supervising the activities carried out for closing of Ministry's year end accounts 3) Supervise the processing of dishonoured cheques and follow-up action | Daily and when required |

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| 10. Key Challenges | 11. Selection Criteria |
| <p>Officer is to:</p> <ul style="list-style-type: none"> - The incumbent has to be efficient and effective in carrying out his/her duties in order to receive other benefits in terms of local/overseas travel - 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: Diploma in Accounting OR Certificate in Accounting with 1 year relevant work experience in middle management level.</p> <p>Experience: 1 year in the Accounting field</p> <p>Job Training: on the job</p> <hr/> <p>11.2 Key Attributes (Personal Qualities): Knowledge Computer and electronics Customer and Personal Service Accounting Package, e.g. Attachee</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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