

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

<b>1. Ministry:</b> MFED	
<b>2. Position Title:</b> Assistant Island Council Treasurer	<b>3. Salary Level:</b> L12-11/10
<b>4. Division:</b> Treasury Division	
<b>5. Reports To:</b> <ul style="list-style-type: none"> <li>• Deputy Accountant General</li> <li>• Senior Accountant</li> <li>• Accountant</li> </ul>	<b>6. Direct Reports:</b> <ul style="list-style-type: none"> <li>• Treasurer</li> <li>• Island Council Clerk</li> </ul>
<b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>• To assist the Treasurer in safeguarding, keeping and maintaining financial records, accounts and State Fund.</li> </ul>	
<b>8. Position Overview</b>	
<b>9. Financial:</b> <ul style="list-style-type: none"> <li>• Range from \$ 9,193.60.00 to \$ 13,013.00</li> </ul>	<b>10. Legal:</b> <ul style="list-style-type: none"> <li>• Outer Island State Fund Manual</li> <li>• Financial Regulations 1979/2011</li> <li>• Procurement Act 2002</li> <li>• Public Finance (Control and Audit) Ordinance (Cap 79)</li> </ul>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Permanent Secretary</li> <li>• Accountant General</li> <li>• Senior Accountant</li> <li>• Accountant</li> <li>• Island Council Clerk</li> <li>• Treasurer</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• State Owned Entities</li> <li>• Private companies</li> <li>• Public servant</li> <li>• General Public</li> </ul>
<b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Status on monitoring and controlling of Budget</li> <li>• Status on Outer Islands' State Fund</li> <li>• Revenue and expenditure inspections</li> <li>• Report to the Accountant General any defects of the State Fund accounting systems.</li> <li>• Constructive suggestions for systems improvement</li> <li>• Issues beyond the Treasurer's capacity</li> </ul>	<b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>• Customer service issues</li> <li>• Receipt and Payment issues</li> </ul>

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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 1: Human Resource Development</b></li> <li>▪ <b>MOP Outcome: KPA 1: Human Resource Development 1.5</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Financial Activities	<ol style="list-style-type: none"> <li>1) Receipt all State Fund revenues due for collection.</li> <li>2) Receipt all Arranged Deposits approved by AcG once in a month. Return on such deposits is not the responsibility of the Assistant Treasurer or Treasurer.</li> <li>3) Receipt remitted Telmos and pay out in-coming Telmos using on-line/off-line systems.</li> <li>4) Receipt back uncollected moneys etc</li> <li>5) Verify and certify all vouchers issued from time to time.</li> <li>6) Check and settle invoices, debit notes and claims in relation to the State Fund.</li> <li>7) Process State Fund payment vouchers.</li> <li>8) Control, update and maintain departmental warrants vote book.</li> <li>9) Pay all passed and authorised State Fund related payments.</li> <li>10) Enter all State Fund transactions into a cash book on a daily basis.</li> <li>11) Provide all Banking (Deposits/Withdrawals) activities on the island. All Pass Book withdrawals have to provide balance confirmation from ANZ Bank.</li> <li>12) To apply for/retire standing imprest whenever required/instructed by the Treasurer</li> <li>13) Close off State Fund account at the end of each month.</li> <li>14) Prepare and provide Banking Returns to the ANZ Bank.</li> <li>15) Prepare and provide Telmo Returns to Postal Office.</li> <li>16) Safekeeping of assets entrusted to him/her.</li> <li>17) Posting into the State Fund Database/Systems.</li> <li>18) Any other duties/tasks given by the Accountant General/Supervisors through the Treasurer to perform from time to time.</li> </ol>	<p>Day to day:</p> <ul style="list-style-type: none"> <li>• All State Fund receipts and payments are accounted for.</li> <li>• State Fund Database/Systems updated daily.</li> </ul> <p>Monthly Reports:</p> <ul style="list-style-type: none"> <li>• Ensure that State Fund accounts reached MFED by 7<sup>th</sup> of the month.</li> <li>• All Returns submitted as per request.</li> <li>• Assets are properly managed and well looked after.</li> <li>• Timely Report on Excessive Withdrawals and Arrears of Revenue.</li> <li>• Maintain minimum order level for stationeries/supplies.</li> </ul>
Clerical Activities	<ol style="list-style-type: none"> <li>1) Controlling the Accountant General's registered mails</li> <li>2) Keeping a record of Returns.</li> </ol>	<p>Day to day:</p> <ul style="list-style-type: none"> <li>• To keep track of the whereabouts of all Returns.</li> </ul>
Supervision	<ol style="list-style-type: none"> <li>1) Assist and supervise Officers/Council Staff engaged in their line of work</li> </ol>	<ul style="list-style-type: none"> <li>• Daily and when required</li> </ul>

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<p><b>10. Key Challenges</b></p> <p>Officer is expected to:</p> <ul style="list-style-type: none"> <li>• Station at Outer Island</li> <li>• Carry out his/her work efficiently and effectively</li> <li>• Willing to perform extra duties during and after working hours</li> <li>• Collaborate with the Treasurer and Island Council's office</li> </ul>	<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Accounting Certificate (minimum 10 units) OR</li> <li>• Form 7 with passes in Accounting and Mathematics OR</li> <li>• Form 6 with passes in Accounting and Mathematics</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Accounting Certificate with 2 years in the Accounting field OR</li> <li>• Form 7 with 3 years in the Accounting field OR</li> <li>• Form 6 with 5 years in the Accounting field</li> </ul> <p><b>Job Training:</b> on the job</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer and electronics</li> <li>• Customer and Personal Services</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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