

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MIA			
2. Position Title: Assistant Local Government Internal Auditor	3. Salary Level: L14-12	4. Division: Local Government Division	
5. Reports to: Senior Assistant Local Government Internal Auditor	6. Direct Reports: Council Finance Clerk, Urban Treasurer		
7. Primary Objective of the Position: <ul style="list-style-type: none"> ▪ Assist in enforcing adherence with Local Government Financial Instructions, maintenance of proper control over budgeted provision and Council Application of scarce resources applied to guarantee optimal return. 			
8. Position Overview			
9. Financial:			
11. Internal Stakeholders: <ul style="list-style-type: none"> - Director LGD - Secretary - Island Council Clerks - Senior Assistant Local Government Internal Auditor - Local Government Auditor - Senior Local Government Internal Auditor - Council Finance Clerk - Urban Treasurer 		12. External Stakeholders: <ul style="list-style-type: none"> • To be referred to Secretary/Director • Council license fees levied to endorse by corresponding approvee By-laws. • Answer queries, provide explanations and suggest solutions to matters affecting individuals island district financial status. 	
Without referral to Director or Secretary: <ul style="list-style-type: none"> - Accuracy of proposed annual Council budget based on the last three year trend. - Assess seriousness of discrepancies detected during the course of routine examinations and to report to immediate supervising Officer. 			

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.

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

14. Key Challenges

15. Selection Criteria

15.1 PQR (Position Qualification Requirement):

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<p>- Should 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.</p>	<p>Qualification</p> <ul style="list-style-type: none">- Form 7 Certificate with good grade in Accounting AND- Cert IV in Accounting <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">- Must be able to communicate well in both I-Kiribati and English and conversant with Kiribati custom and traditions.
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