

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MIA			
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: <ul style="list-style-type: none"> ▪ To strengthen Local Government through Council's administrative responsibilities on outer islands. 			
8. Position Overview			
9. Financial: N/A			
11. Internal Stakeholders: <ul style="list-style-type: none"> • Secretary (MIA) • Island Council Clerk • Director & MIA Staff Without referral to Director or Secretary: <ul style="list-style-type: none"> • Island Fund • Island Fund return • Assist Treasurer & Clerk 		10. Legal: Financial Regulations, Kiribati National Condition of Service, Local Government Act, and Local Government Financial Instructions	
12. External Stakeholders: <ul style="list-style-type: none"> • Mayors and Clerks • Donor partners • Audit Office • Other Ministries To be referred to Secretary/Director <ul style="list-style-type: none"> • Complaint against Island Fund 			
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 			

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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Storage Management Support to Council and Director	<ul style="list-style-type: none"> • Ensure all financial reports are completed on a monthly basis. • Ensure proper and prompt attention is given to finance issues and problems. 	<ul style="list-style-type: none"> ❖ Financial reports should be completed as planned/ as schedule. ❖ Financial issues and problem should be addressed and attended accordingly.
2. Concentrate on delegated responsibilities	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> ❖ Teamwork, commitment, cooperation and high quality
3. Focus on achieving targets and goals	<ul style="list-style-type: none"> • Work program to complete at all phases. • Serve the functions of the clerk or Treasurer in the Council in their absence 	<ul style="list-style-type: none"> ❖ Able to meet deadlines and carry out extra loads expected from time to time
4.	<ul style="list-style-type: none"> • Any other duties as may be assigned by Senior Responsible Officer 	<ul style="list-style-type: none"> ❖ Assigned responsibilities/ task should be completed as planned
14. Key Challenges <ul style="list-style-type: none"> - Dealing with Council on Council financial matters. - Meeting the requirement and need of local government financial issues. 		
15. Selection Criteria <p>15.1 PQR (Position Qualification Requirement):</p> <p>Qualification</p> <ul style="list-style-type: none"> - Form 3 Certificate with good great in Accounting Experience - Job Training <p>15.2 Key Attributes (Personal Qualities):</p>		

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	<ul style="list-style-type: none">- Mature and able to speak and write in English and Kiribati fluently.- Ability to work and advise on financial matters fluently. <p>Knowledge</p> <ul style="list-style-type: none">- Commitment, innovation, initiative, team work, outstanding communication and writing skills (in Kiribati and English).
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